Courtesy Account Request

Access requested for (check all that apply):

ID Card for courtesy account or Spouse/Partner, Library borrowing, access to buildings, athletics facilities, athletic and arts events. Some buildings will only be accessible with authorization.

Directory (Schools Abroad)

Other (specify)

Employee Group. Choose one:

Abroad

Middlebury

Monterey

Do not know

New Account information. Please complete all inform	mation with	ı asterisk.
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*Address *City

*State *Zip *Country

*Email Phone

*Date of Birth Gender Citizenship (country)

Emergency Contact

End date of courtesy account

Typically reflects the duration of the service to the College, but maximum is one year.

Location of account holder while performing role/activity

Person Requesting Courtesy Account:

*Name *Department

* Signature from authorizing VP or department head Date

Please note that HR will set up the account once approved. The person submitting the form will receive confirmation from a Middlebury HR representative once the account is active.

For any questions or requests regarding software or access beyond Middlebury email and general access to Zoom and other basic accounts, you will need to contact the Helpdesk directly after confirmation from HR. Helpdesk@middlebury.edu or 802-443-2200.

^{*}Direct Supervisor

^{*}Start date of courtesy account

^{*}Please describe the role (title) or activity account holder will perform

Office use only:

Type	Non Worker	Middlebury	ID	Directory
	Account Type	Email	Card/Library	
		Account	borrowing,	
			building	
			access	
	Benefit Eligible Employee		٧	
	Spouse/Partner ID Card			
	Courtesy Account – Card Only		٧	
	Courtesy Account – Foreign	٧	٧	V
	Country			
	Courtesy Account – Friend of Midd	٧	٧	
	Courtesy Account – Visiting	٧	٧	
	Research Scholar			
	Intern	٧	٧	
	Non Worker Other	٧	٧	·
	Search Committee Member	٧		
	Volunteer	٧		

 _ Date Entered
 _ Entered by
 _ if volunteer – send volunteer agreement for signature
Upload to HCM