

MMM COMPUTING DATA SHEET

FAX TO: US Country Code (001) 303-497-8181 ATTN: Teresa Harris

This form should be received 2 weeks prior to arrival date. Forms not returned prior to arrival, may take up to 3 business days to process. – Thank You

First Name: _____ Last: _____
Home Institution: _____
Address: _____

Date: _____
Phone #: () _____
Fax #: () _____
Email: _____

Appointment:

_____ Regular/Term MMM Employee
_____ Long-term Visitor (> 6 mos.)
_____ Short-term Visitor (< 6 mos.)
_____ Student Assistant

_____ Collaborator (non-NCAR employee)
_____ Collaborator (NCAR employee)
_____ ASP Visitor
_____ SOARS Visitor

Visitors:

MMM host(s): _____
Arrival Date: _____
Departure Date: _____

Employees:

MMM supervisor(s): _____
Employee start date: _____

MMM has a limited number of systems for visitor offices. There are no guarantees that a system will be available in your office during your visit.

Short-term and temporary visitors: Will access to MMM Systems be needed? ___ Yes ___ No

Access to System(s) (to be filled out by host and/or systems group): _____

Bringing a Laptop/Computer? ___ Yes ___ No

If you are bringing your own computing equipment, please provide the following information:

Operating System: ___ Windows ___ MacOSX ___ Linux/Unix

Note: Your computer should be set up for DHCP access **before** you arrive

Acceptance of UCAR's Computing Policy: Possession or use of spying or cracking software on NCAR/UCAR equipment, or use of such software while accessing NCAR/UCAR equipment, by non-authorized users shall be considered a violation of UCAR's policy number 1-1-15 on Computing Systems and Software Handling. This policy states that computer users are expected to utilize UCAR's computers, facilities, and vendor software in an ethical and legal manner and in ways that do not adversely affect the organization or invade the privacy of its employees. In addition, installation and/or use of vender software not appropriately licensed will be in violation of the above policy.

Print Name: _____ Signature: _____ Date: _____

For MMM Systems Group Use

Information Required for Access to CISL Resources

MMM Host: Will visitor require access to CISL Resources? ___ Yes ___ No UCAS Password? _____
UCAR Login Name: _____ UID #: _____ CISL Project #: _____
NCAR Email Address: _____ Crypto Card _____
MMM Office #: _____ MMM Phone #: _____

Departure Information

MMM Computer Accounts Policy: Based on the type of user and the type of account, there exists a designated removal period for a departed user's files. Please consult with MMM Systems Manager to determine the disposition of your files before your departure.

Date CryptoCard returned _____ **Date Account Closed:** _____

Updated: 05/06/2009