



Central New Mexico Community College

Request for Event Guest Access

This form is to be used by CNM event sponsors to request guest access accounts for visiting participants (Workforce Training Center, Vendors, Conferences, CNM sponsored programs, other Educational Institute Programs, etc.) to be granted guest access to a CNM computer with basic Internet access.

The sponsor is the individual responsible for the guests that will be accessing CNM's network. An event code and web site will be provided to the sponsor upon approval of a request. The sponsor will also be provided with all the account information to allow access to the appropriate guests.

Please provide your Department Head/Manager/Dean signature and return to the ITS Service Desk in A Building, main campus or fax it to 224-3014. Requests should be submitted at least two business days prior to your event.

Sponsor/Staff Name: _____

Organization/Department: _____

E-mail Address: _____ Phone _____

Event Location: _____

Event Description _____

Start Date: _____ End Date: _____

Approval Signature Block:

Dept. Head/Manager/Dean

Print Name

Date