



Request for Non-Employee Account Access

For those needing more access than an ID card, submit the completed **Confidentiality Agreement** with this form, which is available at: <http://www.loyola.edu/HR/Forms>. Return complete forms to Human Resources. (Fax 410-617-5072)

Loyola Point of Contact _____ Employee ID # _____

Note: When requesting this account, you also agree to notify HR when the Non-Employee no longer needs access.*

Signature (Point of Contact) _____

Security/Access requested: ID Card only _____ Card & email _____

Technology Contractors/SharePoint access, check one:

No Card with Loyola account _____ ID Card with Loyola account _____

Security/Card Privileges to be given: _____
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Non-Employee Name _____ SSN _____

Employer Name _____

Employer Address _____

Employer Phone _____

Start Date at Loyola _____ *End Date at Loyola _____ (an approximate date is required)

Indicate which group (sponsor of the access request) applies to the Non-Employee:

Jesuit ___ Library ___ Dining Services (Sodexo) ___ ROTC ___ if ROTC, are you an instructor? ___

Book Store ___ Tech Services ___ Share Point ___

Indicate Non-Employee's existing or previous relationship to Loyola, as applicable:

Applicant ___ Student ___ Parent of student ___ Employee ___ Contractor ___ Guest ___
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FOR OFFICE USE

Non-Employee ID _____ HR Signature _____

Date Completed _____ SD Staff Notified _____