

# Guest Access Standard

## **Objective**

In accordance with the Information Security and Acceptable Use Policy, only authorized individuals may access University Information Resources. Access for individuals not directly affiliated with UT Dallas (“Guests”) must be managed according to the following standard.

## **Centralized Access Management**

When feasible, guests should be issued NetIDs in order to access UT Dallas Information Systems. Likewise, Comet Cards should be issued to access restricted facilities.

If this is not feasible, the level of required access determines the appropriate means of access control.

## **Access To Restricted Resources**

Frequently, a guest may visit UT Dallas to make a presentation. In this case, it is preferable for the guest to use his/her own computer and connect to the UT Dallas Guest wireless network if Internet access is necessary. A NetID is not needed to access the UT Dallas Guest wireless network.

Depending on the location the guest is visiting, the department may opt to provide the guest with a wearable badge indicating that he/she is a visitor.

Access to McDermott Library electronic resources is governed by various agreements between UT Dallas and various content providers; technical controls are implemented in the spirit of maintaining compliance with such agreements. Access to McDermott Library electronic resources that are licensed for educational use only are available for guests in the Library. Remote access to these resources is restricted to currently enrolled students, faculty and staff.

## **Local Computer Accounts**

A local computer account (one that allows access only to the computer system it is created on, as opposed to centrally-managed NetID accounts) may be issued by IT support staff in order to facilitate the work of visiting researchers, guest lecturers, or participants in short-term special programs. This should be done in accordance with the [Account Management Standard](#) to ensure appropriate identification and accountability.

Local computer accounts may also be used for kiosk computers. In this situation, access should be appropriately restricted to prevent misuse beyond the intended scope of the kiosk.

### **NetID / Comet Card**

NetIDs are typically issued to all faculty and staff. When a volunteer, intern, contractor, visiting faculty, or other guest has access requirements similar to those of faculty or staff, he/she should also be issued a NetID and Comet Card for managing access to computing resources and/or restricted areas.

These NetIDs and Comet Cards should be sponsored appropriately and terminated when no longer needed. A sponsor is the person in a department who is responsible for the user that is granted access to UT Dallas resources. A sponsor is periodically notified when access is scheduled to expire, so that sponsorship may be renewed as appropriate.

### **Exemptions**

In the event that compliance with this standard cannot be met, please contact [infosecurity@utdallas.edu](mailto:infosecurity@utdallas.edu) to submit an exemption request which will be approved or denied by the CISO. Denied exemption requests may be appealed to the UT Dallas President for final decision.