

**FAX TO: US Country Code (001) 303-497-8181**

**ATTN: Teresa Harris**

**MMM COMPUTING DATA SHEET**

First Name: \_\_\_\_\_ Last: \_\_\_\_\_  
Home Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Phone #: ( ) \_\_\_\_\_  
Fax #: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

**Appointment:**

\_\_\_\_\_ Regular/Term MMM Employee  
\_\_\_\_\_ Long-term Visitor (> 6 mos.)  
\_\_\_\_\_ Short-term Visitor (1- 6 mos.)  
\_\_\_\_\_ Temporary Visitor (< 1 mo.)  
\_\_\_\_\_ Student Assistant  
\_\_\_\_\_ Collaborator (non-NCAR employee)  
\_\_\_\_\_ Collaborator (NCAR employee)  
\_\_\_\_\_ ASP 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. These are Linux systems with remote access to a Windows system. 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 \_\_\_ Other

**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 vendor 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: \_\_\_\_\_ CISL Scientist #: \_\_\_\_\_ 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: 12/15/2008*