



University of North Carolina Wilmington  
Local Login Exception Request  
Information Technology Systems

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Responsible Party Name: \_\_\_\_\_ Assigned To: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Begin Date: \_\_\_\_\_  
Office Location: \_\_\_\_\_ End Date (If Applicable): \_\_\_\_\_  
Department: \_\_\_\_\_ Computer Location: \_\_\_\_\_

Reason for Request: (Please check all that apply)

- This computer will be used for travel purposes.
- This computer is to be used by a non-UNCW entity.
- Other: \_\_\_\_\_

**UNCW – Local Login Account Creation Policy**

I understand that pursuant to UNCW Policy 07.100.02 – Security, all campus computing resources require credentials that are specific to the operator. By signing below, ***I understand that the account below is not to be used while connected to the campus wired and wireless network.*** I acknowledge that I have read, understand, and agree to abide by the UNCW Policy 07.100 – Responsible Use of Electronic Resources. Additionally, I will inform any user of this account of UNCW Policy 07.100.

[http://www.uncw.edu/policies/documents/07.100\\_Resp\\_Use\\_of\\_Elec\\_Resources0807.pdf](http://www.uncw.edu/policies/documents/07.100_Resp_Use_of_Elec_Resources0807.pdf)

\_\_\_\_\_  
Signature (Responsible Party)

\_\_\_\_\_  
Date

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**Computer Consultant**

Name: \_\_\_\_\_ Service Tag #: \_\_\_\_\_

Unique Account Name: \_\_\_\_\_ (If you require more than one unique account, please submit additional Exception Request)

Computer Name: \_\_\_\_\_

Wired Mac: \_\_\_\_\_ Wireless Mac: \_\_\_\_\_

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**IT Security – Approval**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed form to the IT Security Office, Hoggard Hall 130