

Requesting temporary accounts for non-RIT users, seminars, and workshops

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SUMMARY

Hosting and facilitating non-RIT participants in CAD labs for events such as seminars, workshops, and camps requires extra planning to ensure a successful experience. One key requirement is providing participants with a working login (username + password) for accessing CAD-managed computer labs. As security requirements have changed in recent years, the process for creating usernames must now meet new standards. Below, you'll find an overview of what CADTech can and cannot do, as well as what event organizers need to do prior to the event.

This document specifically addresses the creation of temporary user accounts for participants in CAD-managed labs in Booth, Gannett, and Magic.

NOTES FOR CONSIDERATION WHEN PLANNING A SEMINAR/WORKSHOP

- CADTech/ITS **cannot** create generic local user logins on computers. This is against ITS security standards.
- CADTech cannot create any RIT user accounts. All user accounts must be requested through ITS (see process below).
- Event organizers must contact ITS **at least three weeks in advance** to request accounts. We recommend starting the process even earlier if possible.
- Each participant must have their own dedicated username/login. Please consult with ITS for any additional requirements (see details below).
- Participants under 18 (K-12 groups) may require parental consent for username creation. Contact ITS for further information.
- Access to specific software (ex., Adobe apps, specialty software) **must be explicitly requested**. Many software programs now require additional steps for access or usage or may not be installed in the room/lab you are requesting. Some access must be granted by ITS, some access must be granted by CADTech depending on who manages the license. When in doubt, ask as soon as possible.
- When scheduling your event with the CAD Scheduling office, make sure to indicate if any participants are non-RIT users or K-12 students.

REQUESTING TEMPORARY ACCOUNTS

ALL requests for temporary user accounts need to go through ITS, and every participant in your event needs to have a unique username and password. To learn more and submit a request, use the link below:

Request For Workshop/Camp/Event Computer Resource Accounts

Event organizers must file a request for resources at least three weeks in advance. We recommend starting the process even earlier if possible, especially if multiple groups are involved (ITS, CADTech, etc).

https://help.rit.edu/sp?id=sc_cat_item&sys_id=83503175fb66fa9086abf3f17eefdc2f

(Link above requires RIT log in to help.rit.edu)

Before submitting your ticket, please review the following points and include them in your request. The ITS form also includes a number of other details.

- **Summary of your request** (event name, brief description, and type of accounts needed).
- **Complete list of services** these accounts will need to access.
- **Event dates** (due dates, program days, etc.).
- **Total number of accounts** needed.
- **IMPORTANT:** For most of CAD's labs, user accounts must be set up in **Azure** and be **enabled for Macs** so that they can log in using JAMF Connect in the CAD labs. Please be sure to include this in your request.

Note:

- *Please be advised, ITS may request more information after this initial consultation.*
- *Be as detailed as possible when submitting your request.*
- *Do not assume that your needs will be automatically met.*
- *Be sure to include a list of software your participants will need access to, especially for programs like Adobe software, as some may require special access arrangements.*

If you have questions about the CADTech operations side, please file a ticket with us at <https://helpdesk.cad.rit.edu>