

## 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

- CADTech **cannot** create generic local user logins on computers. This is against ITS security standards.
- 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 (details below).
- Participants under 18 (K-12 groups) may require parental consent for username creation. Contact ITS for further information.
- Access to specific software (e.g., Adobe apps) **must** be explicitly requested. Many software programs now require additional steps for access or usage.
- 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. To submit a request, use

the link below:

### **Identity and Access Management Consulting**

Requests for consulting on Identity and Access Management (IAM)

[https://help.rit.edu/sp?id=sc\\_cat\\_item&sys\\_id=7c8338891b8382502a63a7562a4bcbdb](https://help.rit.edu/sp?id=sc_cat_item&sys_id=7c8338891b8382502a63a7562a4bcbdb)

(Link above requires RIT log in to [help.rit.edu](https://help.rit.edu))

Event organizers should request temporary accounts from ITS via the Helpdesk at help.rit.edu. This request requires a consultation with ITS to ensure all requirements are met. Before submitting your ticket, please review the following points and include them in your request:

- **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:** Requested 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. Be sure to mention this in your request.

*Please be advised, ITS may request more information after this initial consultation.*

**Note:** 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>