

ROBERT D. CLARK HONORS COLLEGE
Computer Support Access Permission

More often than we like, the computer support personnel in Clark Honors College must fix various problems with computers. The faculty and staff work schedules do not always coincide with the schedules of the student workers. One solution to this problem is to allow the computer support personnel to enter your office when you are not there.

I give the Clark Honors College computer support personnel permission to (initial):

- Enter my office only in my presence.
- Enter my office with prior consent.
- Enter my office without prior consent to effect repairs.

If the computer support personnel enter your office in your absence, they will leave an *Access Report* on your computer stating the reason for entry, the date and time of entry, the nature of the work done, and the name(s) of the worker(s).

Name _____ Office Location _____

Signature _____ Date _____