# Consultant Checklist: Access to Cornell University’s Service Environment

Consultant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultant email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application consultant is working on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this form to track progress setting up consultant access to Cornell’s services. Details for each task are online:   
<https://it.cornell.edu/guides/arranging-consultant-access-it-services-checklist>

| **Step** | **Task** | **Status** | **Notes** |
| --- | --- | --- | --- |
| **1** | **Create a Sponsored NetID and Cornell email address for the consultant.** <https://it.cornell.edu/managing-vendors/create-consultants-sponsored-netid-and-cornell-email-address> | □ Complete □ In Progress  □ N/A | NetID:\_\_\_\_\_\_\_@cornell.edu |
| **2** | **Submit attestation** <https://it.cornell.edu/managing-vendors/submit-attestation> | □ Complete □ In Progress  □ N/A |  |
| **3** | **Arrange VPN service for the consultant.** <https://it.cornell.edu/managing-vendors/arrange-vpn-service> | □ Complete □ In Progress  □ N/A |  |
| **4** | **Prepare for two-factor authentication.** <https://it.cornell.edu/managing-vendors/prepare-two-factor-authentication> | □ Complete □ In Progress  □ N/A |  |
| **5** | **Set up a SecurID PIN and log in to servers.** <https://it.cornell.edu/managing-vendors/set-securid-pin-and-log-servers> | □ Complete □ In Progress  □ N/A |  |
| **6** | **Review security guidelines.** <https://it.cornell.edu/managing-vendors/review-security-guidelines> | □ Complete □ In Progress  □ N/A |  |