

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	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	NetID: _____@cornell.edu
2	Submit attestation https://it.cornell.edu/managing-vendors/submit-attestation	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
3	Arrange VPN service for the consultant. https://it.cornell.edu/managing-vendors/arrange-vpn-service	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
4	Prepare for two-factor authentication. https://it.cornell.edu/managing-vendors/prepare-two-factor-authentication	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> 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	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
6	Review security guidelines. https://it.cornell.edu/managing-vendors/review-security-guidelines	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	