All Users
NLU is providing an Internet service provider account for your business/academic use from home. This account will use your telephone line to connect you to the Internet for business, academic or research functions related to your employment at NLU. From the Internet you may access a number of NLU administrative and academic functions and programs. Maximum speed is 56 kbps. Actual speed will depend on your computer, your modem, and the telephone line from your point of origin to the Sprint network. Your personal data must be in the Banner system before you can establish an account.

Additional Information
Chicago area
You need to be aware that SBC has a distance-based rate structure for calls within the metropolitan Chicago area. This structure is based on “bands” which are concentric circles from your point of calling. Only Band A calls (calls to points less than 8 miles away) are “local” calls. All other calls are “local toll” or “toll” calls. This means that many calls within the same area code – and even some within the same exchange – will be toll calls, charged on a per minute basis.

In order to avoid high telephone bills on a monthly basis, it is your responsibility to be a prudent consumer. Do this by first examining all of the Sprint access numbers. Select one(s) that are in your same exchange if possible or at least within the same area code. Then contact SBC to determine which numbers are closest to your point of calling. Also, work with the SBC customer representative to identify and select the calling plan that minimizes your costs. SBC offers everything from a basic “you will be charged for every call” to “call packs” (100 calls to any Chicago area number for a flat $10/month charge) to “unlimited local/local toll service”. The calling plan that is best for you is determined entirely by your own calling patterns.

Another way to determine how a call to a specific number will be charged is to use Ameritech’s web site - go to this link: http://www.ameritech.com and click on “Find your local calling area”.

Other Areas
Most other areas do not have the rate complexity of Chicago, but they still have a limit to the range of their “local” calling. Regardless of where your home is, it is your responsibility to contact your local telephone company to determine if your Sprint access number is a local call. If it is NOT, then please contact Travis Sjodin at tsjodin@nl.edu, giving him your home location and your home telephone number. He will work with Sprint to try to establish a local access number for that area (this may not always be possible).

Your Responsibility
It is your responsibility to arrange for cost effective local telephone service and to pay the cost of that service for all calls, including ones made to connect to the Internet and NLU.

Neither NLU nor Sprint will be responsible for any telephone charges from your home to Sprint (or other ISP). Charges incurred when traveling or when teaching at an off-campus site should be expensed through your department.

** You only need to return page 2 of this document to request an account. Please make sure that all fields are filled out properly to ensure your account is created properly.
NLU - Sprint Dial Up Account Request Form

This account will use your telephone line to connect you to the Internet for business, academic or research functions related to your employment at NLU. From the Internet you may access a number of NLU administrative and academic functions and programs. Maximum speed is 56 kbps. Actual speed will depend on your computer, your modem, and the telephone line from your point of origin to the Sprint network. Your personal data must be in the Banner system before you can establish an account.

All information is required to create your account.

Last Name___________________________  First Name________________________  Middle Initial____

Social Security Number___________________________

Telephone (work)____________________________  Telephone (home)__________________________

Campus_______________________  Job Title________________________________________________

NLU Business purpose for which the account will be used:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

□ Temporary employee - Start date:______________  End Date:______________ of NLU employment

Budget code (Full 18 digit code) of your home department:________________________________________

Budget Code Example (1111-010101-111111-10)

Budget Manager’s Name: (PRINTED)__________________________________________________________

Budget Manager’s Signature:________________________________________________________________

Date Signed:_______________

Accounts will be established within 5 business days, unless you request another date.

Mail this form to:
Attn:  OIT Helpdesk – Dial Up
National-Louis University
1000 Capitol Drive
Wheeling, IL 60090

Or FAX this form to:
Attn:  OIT Helpdesk – Dial Up
(847) 465-5920

Please note: National-Louis University has an Acceptable Use Policy (see www.nl.edu/policy). This policy is applicable to any use of National-Louis University connectivity or related communications including dial up Internet connections and is strictly enforced. This dial up account is intended solely for National-Louis University related business, academic and research communications and is not intended for personal use.