
HALIFAX COMMUNITY COLLEGE LEARNING RESOURCE CENTER

REMOTE ACCESS USER AGREEMENT

TO: All HCC Distance Learning Students
FROM: HCC Learning Resource Center (LRC) Staff
SUBJECT: *REMOTE ACCESS USER AGREEMENT* which will enable you to access NC LIVE databases and HCC LRC Electronic Resources from your home computer

Remote access is here for NC LIVE and the HCC LRC Electronic Resources! If you have a computer with Internet connectivity, you can receive these resources from your home computer. In order to receive the user ids and passwords needed for remote access, **complete this form** and return it to the LRC via snail mail or fax, including **copies** of the following documentation:

driver's license or pictured identification card
current registration form
paid tuition cash receipt

COMPUTER REQUIREMENTS:

1. Equipment: Minimum Pentium III (Pentium 4 recommended) with 128 MB.
2. Software: Java-enabled browser (Internet Explorer 6.0 or higher is recommended or Firefox 1.0 or higher) and cookies must be turned on.

PROCEDURE:

The HCC Learning Resource Center will provide user identifications and/or passwords for NC LIVE and HCC LRC Electronic Resources. In return, **the user agrees to keep this information confidential. Use is intended for registered HCC students only.** Passwords may change every three to six months. It will be the responsibility of the patron to contact the LRC to receive the new password when the previous one expires. Students must verify that they are registered each semester to receive new user identifications and/or passwords by presenting in person or by submitting copies of their driver's license or pictured identification card, paid tuition cash receipt, and registration form to LRC staff. Distance learning students may mail or fax this information to the LRC. User identifications and/or passwords will be mailed to distance learning students. **User identifications and/or passwords will not be given over the phone.**

I agree to accept the terms of this agreement.

NAME: (Print) _____

STATUS (Check One) _____ DL Student _____ Faculty _____ Staff

SIGNATURE _____ DATE: _____

Distance Learners: Mail forms with appropriate documents to:
Halifax Community College Learning Resources Center
Attention: Remote Access
P. O. Drawer 809
Weldon, NC 27890
Fax: (252)536-0474