



Visitor Laptop Authorization Request

Welcome to Overwatch! The purpose of this memo is to inform you of the policies/procedures regarding visitor laptop usage. We welcome laptops to our facility for business purposes, but everyone **MUST** comply with the following rules before use:

- Your wireless modem **WILL NOT** be used within the facility and **MUST** be disabled. A workspace and INTERNET connection may be provided at your request.
- The connection provided is for INTERNET access only. Access to our INTRANET site is limited to Overwatch Systems' employees.
- An updated antivirus program **MUST** be installed and **MUST** be active on your laptop.
- All computers are subject to monitoring within this facility.

If you agree with and understand the terms of this request, please fill out the lower half of this form and leave it with the receptionist in the visitor center. If you have any questions, please contact security at (512) 358-2658, 2657, or 2656).

Richard B. Rinker
Facility Security Officer

Visitor's Name

Visitor's Signature

Company/Organization

Phone Number

Point of Contact

Date(s) of Visit

Laptop Manufacturer

Laptop Model Number

Laptop Serial Number

Network Card MAC Address*

* To obtain the MAC address, click on start>run. Type "command" and enter. At the command prompt, type "IPCONFIG /ALL" and enter. Scroll through the data provided, look for the Physical Address. The data to the right of the physical address is your MAC address.