

## Approved Contractor, Vendor and Consultant JHHS Archibus WebCentral Access Request Form

### License to use website

Unless otherwise stated, Johns Hopkins Health System and/or its licensors own the intellectual property rights in the website and material on the website. Subject to the license below, all these intellectual property rights are reserved.

You may view, download for caching purposes only, and print pages from the website for work directly associated with the Johns Hopkins Health System (JHHS), Johns Hopkins Hospital (JHH), Johns Hopkins Bayview (JHBMC), and/or Howard County General Hospital (HCGH) subject to the restrictions set out below and elsewhere in these terms and conditions.

You must not:

- republish material from this website (including republication on another website);
- sell, rent or sub-license material from the website;
- show any material from the website in public;
- reproduce, duplicate, copy or otherwise exploit material on this website for a commercial purpose;
- edit or otherwise modify any material on the website; or
- redistribute material from this website except for content specifically and expressly made available for redistribution.

Where content is specifically made available for redistribution, it may only be redistributed within JHHS, JHH, JHBMC and/or HCGH, and with approved contractors, vendors and consultants for work directly associated with approved projects at JHH, JHBMC and/or HCGH.

### Restricted access

Access to certain areas of this website is restricted. JHHS Architecture and Planning's reserves the right to restrict access to areas of this website, or indeed this entire website, at JHHS Architecture and Planning's discretion. If JHHS Architecture and Planning provides you with a user ID and password to enable you to access restricted areas of this website or other content or services, you must ensure that the user ID and password are kept confidential. JHHS Architecture and Planning may disable your user ID and password in JHHS Architecture and Planning's sole discretion without notice or explanation.

### Required Information

Please note, only one username will be provided for each approved contractor, vendor and/or consultant firm. This log in information shall be managed by the requestor submitting this form, and only shared with registered employees of approved contractor, vendor and/or contractor. The below information must be completed by the requestor, and submitted to [WebCentral@jhmi.edu](mailto:WebCentral@jhmi.edu). Submission shall serve as acknowledgement and agreement to the above noted Licensing and Restriction information.

#### Requestor Information

Name	
Email	
Phone Number	
Company Name	
Project Role	

#### JHHS Project Information

Project Name	
Project Number	
Project Manager	
Campus	
Building	
Floor	

#### Further Details

Amount of Time Access is Required?		Date of Request	
Reason for Request			

### Next Steps

Please allow up to 2 business days for processing of your request, at which time you will be notified of the decision of JHHS. If access is to be granted, you will receive an email containing the username and password for your firm's access. Also attached will be a user manual to assist in navigating the site. Please read the user manual thoroughly prior to requesting assistance with the site.