

# Visitor stays versus visitor access

## Introductions as of January 2019 and outlook

Category	Target group and criteria	Technical solution for access	Responsibility	Implementation by	
<b>Visitor stays</b> → valid from January 2019  <ul style="list-style-type: none"> <li>▪ New directive on visitor stay (RSETHZ 515.2)</li> <li>▪ New GTCs for visitor stay</li> </ul>	<b>“Long-term stay”</b> replaces “Place of work”	<ul style="list-style-type: none"> <li>▪ Unsupervised stay in non-public areas</li> <li>▪ Own ETH card and personal key</li> <li>▪ Operational function according to directive</li> <li>▪ Handling via HR process in ETHIS/SAP</li> </ul>	ETHIS / SAP HR	Supervisor, HR	HR in SAP
	<b>“Short-term stay”</b> as a new, regulated status of persons	<ul style="list-style-type: none"> <li>▪ Supervised stay in non-public areas</li> <li>▪ No ETH card and no key</li> <li>▪ &lt; 90 days per year</li> <li>▪ Decentralised recording in autonomy of the inviting unit without ETHIS/SAP process</li> </ul>	IAM visitor account	Supervisor	ISG or ID service desk
<b>Visitor access</b>  <b>2019 initiative: “Access for former ETH persons”</b> <ul style="list-style-type: none"> <li>▪ Detailed analysis of existing needs and current practice</li> <li>▪ Define and implement regulations and processes</li> </ul>	<b>Visitor</b> <ul style="list-style-type: none"> <li>▪ Former ETH persons with an expired ETH relationship                             <ul style="list-style-type: none"> <li>○ Registration as a “long-term stay” is not necessary</li> <li>○ However, during a transition period, this will still be possible in special cases until the “Access for former ETH persons” initiative is complete</li> <li>○ Current practice for this group will remain until new regulations and processes are introduced</li> </ul> </li> <li>▪ External persons</li> <li>▪ Collaborative relationships</li> <li>▪ Academic guests with no relationship to ETH</li> </ul>	staff-net	Supervisor	ISG or ID service desk	
	<b>Short-term visitors</b> <ul style="list-style-type: none"> <li>▪ Access to ETH’s wifi</li> <li>▪ For max. seven days, cannot be extended</li> </ul>	guest-net	Visitor	Visitor	Visitor
	<b>Day visitors</b> <ul style="list-style-type: none"> <li>▪ Access to ETH’s wifi</li> <li>▪ Self-registered</li> </ul>				