

Staff and Postgraduate computer access request form

| 1. PERSONAL DETAILS | | | | | | | | | | | | | |
|---------------------|--|--|--|--|--|--|------------------------------------------------|-----------------------------------|-----------------------------|-------------------------------------|-----------------------------|-----------------------------|-------------------------------|
| ID Number | | | | | | | | Title | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Ms <input type="checkbox"/> | Dr <input type="checkbox"/> | Prof <input type="checkbox"/> |
| Surname | | | | | | | Given Name(s) | | | | | | |
| Department | | | | | | | Account Type | | | | | | |
| Faculty/Division | | | | | | | Staff | Academic <input type="checkbox"/> | | General <input type="checkbox"/> | | | |
| Office Phone | | | | | | | Postgraduate | Research <input type="checkbox"/> | | Coursework <input type="checkbox"/> | | | |
| Mobile Phone | | | | | | | Role (Special Access) <input type="checkbox"/> | | | | | | |
| Email address | | | | | | | | | | | | | |

| 2. USERNAME (choose ONE option) | |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Re-enable an existing username Username: _____ | <input type="checkbox"/> Automatically generate username Automatically generates a new username based on your full name Example: "James Kelly Longname" = "jklongna" |

| 3. ACCESS (tick if required) | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Standard Access (recommended for new staff members) Novell account Email address Authcate account | Additional Access <input type="checkbox"/> Modem access (Monash + internet) <input type="checkbox"/> Webedit <input type="checkbox"/> Student-like username (eg: jlon2) <input type="checkbox"/> Linux (Unix) <input type="checkbox"/> CMS (web authoring) <input type="checkbox"/> SNG (Unix) |

| 4. SPECIAL REQUIREMENTS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Conversion to Lotus Notes (only if your department has been converted) <input type="checkbox"/> Other (please specify): _____ |

| 5. AUTHORISATION – to be signed off by Head of Department, or nominee with appropriate financial delegation |
|---------------------------------------------------------------------------------------------------------------------------|
| Name _____ |
| Authcate username _____ Phone _____ |
| Signature _____ Date ___ / ___ / _____ |
| Authoriser and account holder will be notified when complete. Additional contact/s to be notified (if required): _____ |

| 6. OFFICE USE ONLY | | | |
|--------------------|------------------|-------------|--------------|
| Date: / / | HEAT SLA profile | Received by | Processed by |

Return completed form to the local IT support person for your department. If you do not have local IT support, return form in person or by fax, to the Information Technology Services (ITS) Service Desk at your campus. Contact details are at <http://www.its.monash.edu.au/contact/servicedesk.html>