

PLEASE READ CAREFULLY

- | | |
|--|--|
| <p>1) Prior to filling in this form, discuss application with your Supervisor or Technical Officer.</p> <p>2) Fill in Sections A to D</p> <p>3) Applicant must read, sign and date Section E</p> | <p>4) The Applicant's Technical Officer or Supervisor must sign and date Section C.</p> <p>Fax your completed form to IT Services 9850 1570</p> |
|--|--|

Note: Do not use this form if applying for access to Finance, Personnel or Student 1 systems. Please contact the Service Desk for further information on this form or the User Account Application process:

Ph: 9850 4357 (help) option 2

itservicedesk@mq.edu.au

Section A –Novell User Account Information

Use this form for either of the following services:

- Creation of a **Full User Account** (i.e. Novell User Account **AND** GroupWise Email Account).
- Creation of an **Email Account only** (i.e. GroupWise Email Account **ONLY**).

Please place an "x" in the appropriate box below:

Full User Account		OR	Email Account (only)	
-------------------	--	----	----------------------	--

Enter your password Maximum: 8 characters. Minimum: 5 characters.									
--	--	--	--	--	--	--	--	--	--

Section B – Applicant's Details

Surname											
First Name											
Preferred first Name											
Staff Number										Phone No	
If not Staff, please specify										Applicants Signature	

Section C – Technical Officer / Applicant's Supervisor Authorisation

T.O. / Supervisor (or Head of Division) Name						Position/Title					
T.O. / Supervisor or Head of Division's Signature				Phone No.				Date			

List any special requirement for the Applicant's user account (access to specific drives/ folders etc.)

Section D – Applicant’s Area of Work

Identify the Applicant’s Department from the following list. Please place an “x” in the appropriate box:

Dunmore Lang College (DLC)		Vice-Chancellor (VCO)		Public Relations Unit	
International Office (IO)		Research Office		MUSC	
IT Services (ITS)		CPD			
Law		EEO			
Sydney Institute of Business Technology (SIBT)		HDRU			
University Counselling and Health Services (UCHS)		Higher Education			
Centre of Flexible Learning (CFL)		Dean of students			
MQU Sports Association (MUSA)		MPIU			

Section E – Conditions of Use (to be read, signed and dated by Applicant)

I understand and agree to the following Conditions of Use:

- Use only those IT facilities for which I have been authorised.
- IT facilities must not be wasted or consumed by inappropriate or irresponsible use.
- Any user account allocated to me is for my exclusive use. I will not allow another person to use it.
- I must not attempt to tamper with any IT facility in any way that might alter or impede use by others
- I must not harass others, including using computing facilities to send obscene, abusive, fraudulent, threatening or unnecessary repetitive messages.
- I will take every reasonable precaution to ensure that passwords, user accounts and data are adequately secured.

I (the undersigned) agree to the above Conditions of Use.

Signed _____

Date (DD/MM/YY) _____

Security Policy and Rules governing the use of computing/communications facilities at Macquarie University are located at <http://www.dis.mq.edu.au/policy/mqrules.html>

Section F – FOR IT SERVICES USE ONLY

Name of User Account provided	
Actioned by	
Date Created	