

UNIVERSITY OF EXETER ACADEMIC SERVICES

Staff and Associates IT Account Activation

This form is only for use by University staff, associates and other non-students who require account activation. For IT Account Amendments please raise a support call with our IT Help Desk (www.its.ex.ac.uk/helpdesk). If you require a temporary IT account please complete the temporary account form available from the Help Desk.

Completed forms should be handed in at the IT Help Desk in the Main Library (Streatham Campus) or can be posted to IT Help Desk, The University of Exeter, Main Library, Stocker Road, Exeter, Devon, UK EX4 4PT

PLEASE COMPLETE IN BLOCK CAPITALS

Surname _____
All forenames _____
School/Professional Service _____
Address / E-mail _____
(IT Account details will be sent to this address so please ensure it is readable) _____
Contact Telephone number _____

All users of the central computing facilities are required to have a valid University of Exeter Card (UniCard). Or a valid employee number with the University of Exeter or the Peninsula School of Medicine & Dentistry. If you unable to provide any of these then this form must be signed by an authorised signatory, but in this instance only a limited IT account will be issued until it can be linked to a valid UniCard or employee number.

Your status as a user _____
(Please tick ✓ the appropriate box and supply your employee or UniCard number)

| | | |
|----------------------------|--------------------------|--|
| University Employee number | <input type="checkbox"/> | |
| University UniCard number | <input type="checkbox"/> | |
| PMS Employee number | <input type="checkbox"/> | |
| Other (please specify) | <input type="checkbox"/> | |

Please specify your previous University of Exeter username and @exeter.ac.uk e-mail address (if any):

Username _____ E-mail address _____

All applicants please read, sign and date the following declaration

The University of Exeter is registered with the Office of the Information Commissioner as required under the Data Protection Act 1998. Academic Services will be holding information about you in order to administer computer resources, maintain records, keep you informed, and respond to any query that you may raise with us. Your personal data will only be disclosed to members of the University or your organisation in accordance with the University's registration and current data protection legislation.

I agree that the University of Exeter may process the data on this form.

I have read a copy of the Regulations relating to the use of Information Technology facilities and agree to abide by them. (Copies of all the Regulations are available at the following URL: <http://www.its.ex.ac.uk/regs.shtml>)

Name (block capitals) _____

Signature _____ Date _____

AUTHORISED SIGNATORY

Section to be completed if the applicant has not supplied a valid University of Exeter Card number above (The list of authorised signatories is available at its.exeter.ac.uk/ITS/depreps.shtml and at the IT Help Desk.)
I acknowledge that the above individual should be registered as a user of the central computing service.

Name (block capitals) _____

Authorising signature _____ Date _____

IT SERVICES USE ONLY

Username _____ Date registration completed _____