

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 only) <input type="checkbox"/> Webedit <input type="checkbox"/> Modem access (Monash + internet) <input type="checkbox"/> Linux (Unix) <input type="checkbox"/> Student-like username (eg: jlon2) <input type="checkbox"/> SNG (Unix) <input type="checkbox"/> CMS
<input type="checkbox"/> MUSO/Blackboard I am a <input type="checkbox"/> Lecturer <input type="checkbox"/> Designer <input type="checkbox"/> Tutor	
Module/s (if known): _____	

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	
Signature	Phone
Name	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>