



New IT Account Registration Request (Staff and Special Registrations)

Please print in capitals:

Staff Number (if applicable)

Title

Username (if applicable)

Given Names

Family Name

Faculty / Department

Contact Number

Date of Birth

Expiry Date (Special Registration only)

Cost Code: Please specify a cost code for charges (where they apply) for the access below

Cost Code field

- Input boxes for registration type: New Staff Member, Special Registration, Existing Staff Member

I would like the above-mentioned person to be granted permissions on the systems indicated below:

Name of Authorising Officer: _____ Signature of Authorising Officer: _____

Date: _____

Please indicate the access required:

- UNE Account (checked)
Internet (Proxy) access (checked)
Email (checked)
MFD Printing (unchecked)
Voicemail (unchecked)
Email alias (unchecked)
UNE Domain access (unchecked)
Visit from IT Client Services to help set up computer / account (unchecked)

Office Use:
Account: Password set
Email (staff): URS Mail attribute set to Exchange
Exchange account created
Webmail forward set
Printing: CAS updated
Alias: Alias set
Voicemail: VM rest
Domain: Groups updated
Visit: Job raised for ITCS
Initial / Date:

Upon completion of this form, please come in person with Photo ID to the IT Service Desk (Ground Floor Dixon Library Learning Commons) to set up your main accounts.



Other accounts:

- Callista student system: Please go to http://www.une.edu.au/unesis/sis_req_access.htm to request access
- Finance System: Please contact John Schuman (x 3114) to arrange Finance One access for new staff members.
- HR Webkiosk: Please email hr-support@une.edu.au quoting your full name and staff number and HR staff will activate your WebKiosk account and reply with your WebUser ID and Password.'
- Trim: For TRIM access please fill in the 'New TRIM User' webform at, <http://www.une.edu.au/records-management/new-trim-user.php>
- UNE-Official: New staff members will be subscribed to UNE-official automatically. Subscription to other mailing lists can be set up at <https://mail.une.edu.au/lists/cgi-bin/listinfo>

EMPLOYEE COMPLIANCE STATEMENT

I _____ understand that:

1. My employer, the University of New England, licenses the use of its computer software from a variety of outside companies. The University of New England does not own copyright over this software or its related documentation and, unless authorised by the software developer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, the University of New England employees may use the software only in accordance with the licence agreement.
3. Employees of the University of New England learning of any misuse of software or related documentation within the organisation shall notify their supervisor or the organisation's legal counsel.
4. I understand that any copying of computer software by me or instructions given by me to make such copies without authorisation from the copyright owner is in breach of the law and against the policy of my employer, and that such action can expose me to severe disciplinary measures, including termination of employment and/or legal action.
5. I agree to use only software legitimately acquired in accordance with organisational software policy, to comply with all licence conditions accompanying any software acquired or used and to report any violations, by any person, of which I become aware, as required by law.

I have read and am aware of the computer software protection policies of my employer, as detailed above and will comply with these policies.

I have also read and am aware of the "Rules for the Use of Information and Communication Facilities and Services" at the University of New England* and will comply with those rules.

.....
Employee Signature

.....
Date

* Available online at <http://www.une.edu.au/policies/pdf/rulesofusecomputing&communicationsfacilities.pdf> or in the University handbook.
Version 1.8 (June 2011)