



New / Change IT Account Registration Request (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

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

(The UNE account is your basic account for the UNE network and will give you access to an email address, UNE's network, and to the main UNE systems. All other access depends on having this account)

Internet (Proxy) access

Email (Exchange email account for staff: basic Unix account for Special Registrations / Affiliates)

MFD Printing (charges apply)

(Please tick this box if you would like to use copying / printing facilities on Multifunction Devices)

Email alias (firstname.lastname@une.edu.au) (no charge)

UNE Domain access (no charge)

(If you need access to files on our shared server "Barney" such as the "stafffiles" for your area, or need to access applications via Citrix (such as Finance One) please specify the school, department that access is required for (e.g.. Stafffiles\Admin\TLC or Stafffiles\Arts\English) and any required Citrix applications.

Visit from IT Client Services to help set up computer / account

Please tick this box if you would like the IT desktop support team to arrange a time to visit you at your desk help you set up your computer, email etc.)

Office Use:

Account:
 Password set

Lync
 added to Lyncstaff AD Group

Assigned job to ISG-Win for phone setup

Printing:
 CAS updated

Alias:
 Alias set

Voicemail:
 VM rest

Domain:
 Groups updated

Visit:
 Job raised for ITCS

Initial / Date:

SN Req #

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



Other accounts:

- Callista student system: Please go to <http://www.une.edu.au/staff/callista> to request access
- Finance System: Please the Financial Service Directorate on x3926 to arrange Finance One access for new staff members.
- HR Webkiosk: Users are automatically setup for Web Kiosk, please use your computer account and password to login on <http://www.une.edu.au/webkiosk/>
- 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>

UNE ASSOCIATE COMPLIANCE STATEMENT

I _____ understand that:

1. 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 associate may use the software only in accordance with the licence agreement.
3. Associates of the University of New England learning of any misuse of software or related documentation within the organisation shall notify the University of New England Information Technology Directorate or 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 the University of New England, and that such action can expose me to severe disciplinary measures, including termination of contract 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 the University of New England, 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.

.....
Associate Signature

.....
Date