

REQUEST FOR GENERIC ACCOUNT CREATION



Please complete in full using block letters and black pen.

Fields marked with an asterisk* are mandatory. Fields with double asterisk** may be modified to meet ITS guidelines. Incomplete forms will be returned to the requestor for resubmission.

Send the Authorised form to the ITS Service Desk by Fax or E-Mail. Original can be filed within the School/Area.
Fax 08 8303 5775 (x35775) E-Mail helpdesk@adelaide.edu.au

For further details on the Generic Accounts process:

http://www.adelaide.edu.au/its/accounts/new_accounts/generic/

Responsible Person

The responsible person will be contacted to verify details if required and be advised when processing is complete. This person will be responsible for ensuring the use of the account complies with the [IT Acceptable Use and Security Policy](#) and its associated procedures.

Responsible Person*			
Email Address *		Phone *	

Account Details

Describe what the account will be used for. eg. student enrolments, group e-mail account or conference. Provide as much detail as possible

Purpose of Account*			
Access Required*	<input type="checkbox"/> Student Computers	<input type="checkbox"/> Staff Computers	<input type="checkbox"/> Email <input type="checkbox"/> Internet
		No. of Users*	

Enter the details as you would like names to appear. Please note that these may not be the eventual names that are used

Suggested Account Name**			
Account ID		Password	

If an e-mail account is required please choose a name that reflects the purpose of the account. If it needs to be forwarded to another address please specify

Suggested Email Address**			
Forward to Address			

Generic accounts pose a security risk.

Start Date*		End Date* (maximum 12 months)	
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School/Area Details

Please note: Departments will be responsible for any Internet charges for the duration the account is open

Department Name*		Billing Code*	
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Authorisation (Head of School/Area or Branch Head)

I authorise that the generic account be given access to IT services as described above.

I acknowledge that the responsible person will ensure that all people using this generic account will abide by University policies and procedures.

I acknowledge that the area will be responsible for Internet and charges for other IT services in respect of this account for the duration of this request.

I or my nominee undertake to advise the ITS Helpdesk if the duration of this account's requirement is reduced from the requested end date.

Name		Signature	
Title		Date	