

NDS ACCOUNT – REQUEST FOR CREATION



Use this form to request the creation of a new staff NDS account. A staff NDS account provides:

- Login to a staff PC on campus
- Staff network printing – most printers are shared via the network

This form must be completed by the head of school /department who is authorized to request the creation of a new account.

The process is as follows:

1. An authorized staff member completes the form
2. The form is signed by the head of school / department
3. The completed form is faxed to the ITS helpdesk on 8303 5775
4. The ITS helpdesk will create the new account and inform the contact person when it has been done.

Please ensure that you complete this form clearly and that all fields are completed. Should any section of this form not be completed, the request will be delayed while clarification is sought.

All of the following information **MUST** be completed to provide access to the University of Adelaide IT Services.

Please Fax to ITS Help Desk on 830 35775.

Personal Details			
Employee ID:			
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Professor <input type="checkbox"/> Other (please specify) _____		
Family Name*			
Given Name*			
Middle Name*			
Preferred Name			
Telephone			
Account Information			
Person Type	<input type="checkbox"/> Academic <input type="checkbox"/> Professional Staff <input type="checkbox"/> Student <input type="checkbox"/> Other (please specify)		
Reason for Account			
School/Area Name			
Contact Person		Contact Number	

Authorisation (Head of School/Area)			
I authorise that the above named person be given access to IT services as described above.			
Name		Signature	
Title		Date	

For security reasons accounts will initially be disabled. To use their accounts, account holders should see their School/Area or campus computing officer (if they have one), or visit the Card Services with photographic identification. The computing officer or Card Services staff will enable the account holder's account and allow them to select a password of their choice.

*The person's formal (legal) name must be provided, as stated on their birth or marriage certificate, passport or taxation documentation.