



REQUEST FOR ACCESS TO UNIVERSITY SERVICES FOR PERSONS WHO ARE NOT EMPLOYEES OF THE UNIVERSITY OF TASMANIA

Persons who are not employees of the University of Tasmania will not automatically be provided with access to University services.

Access to a University email account, Internet and Desktop Login Account will need to be authorised by the appropriate Head of School/Section or authorised person from an outside organisation.

Please include with this application:

- **The IT Facilities Use Agreement signed by the Applicant**
(the Agreement is located <http://www.utas.edu.au/universitycouncil/legislation/polit.htm>)
- **A legible photocopy of photo identification ie. Driver's License.**

<i>Details of person to be provided with access to University services (Please print in "BLOCK LETTERS")</i>			
Name	Title	First Name	Second Name
	Family Name		
Preferred Name			
Personal Details	Male	Female	Date of Birth (Day / Month / Year) / /
Home Address	No.	Street Name	Suburb
	District/State/Province		Country
			Postcode
Contact Details	Home Telephone		Business Telephone
			Mobile Telephone
Period for which access is requested	From: / /	to: / /	
Location for access			

<i>University of Tasmania Head of School/Section or Manager of Organisation - Contact Details</i>	
School/Section/Organisation	Name
Position	Signature / /

<i>Who do the email account details need to be forwarded to? ie. School/Section Secretary</i>	
Email Address	

Access to the following University Services is requested.

Service	Required		Administrative Use Only	
	Yes	No	Section to Authorise	Authorised
Internet/Email Access	Yes	No		
Desktop Login Access*	Yes	No	IT Resources	_____/ / (Signature)

*A desktop login will give access to computers controlled by ITR under lease, eg. labs. Please speak with your dept secretary or IT person to confirm this is needed.

Please forward documentation to IT Resources, Private Bag 69, or fax 7171.