



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 at <http://www.utas.edu.au/universitycouncil/legislation/polit.htm>)
- A legible photocopy of photo identification ie. Driver's License.

| Details of person to be provided with access to University services (Please print in "BLOCK LETTERS") | | | |
|--|---------------------|------------------------------------|----------------------------|
| 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 | Mobile Telephone | Business Telephone |
| Period for which access is requested | From:) / / to: / / | | |
| Location for access | | | |

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

| Who do the email account details need to be forwarded to? Ie. School/Section Secretary | |
|---|--|
| Email Address | |

Access to the following University Services is requested.

| Service | Required |
|-----------------------|----------|
| Internet/Email Access | Yes / No |
| Desktop Login Access* | Yes / No |

| Administrative Use Only | |
|-------------------------|--------------------|
| Section to Authorise | Authorised by |
| 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.