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

N.B. Non University member accounts are not appropriate if you have people who need accounts on an ongoing basis (eg temps) in this case please talk to your Human Resources representative, people entered into the HR system automatically receive accounts. Any requests to manually create a UTAS account will need to be authorised by a Head of School. Please check the website below before submitting an application to ensure manual account creation is appropriate: *http://www.its.utas.edu.au/services/accounts/nonmember.html*

Applications must include:

1. **The ICT Services and Facilities Use Agreement signed by the Applicant – Form available under 'i' here: http://www.utas.edu.au/governance-legal/policy/all-policies-and-procedures-alphabetical-listing**
2. **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: Family Name: Second Name: Preferred Name:		
Why account cannot be created by HR/StuAdmin?	Reason:		
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			
Types of Access required	Internet/Email Access: Yes / No Desktop Login Access*: Yes / No		

A desktop login will give access to UTas computers. Please confirm this is required.

Authorisation by University of Tasmania Head of School or Manager of Organisation	
School/Section/Organisation	Name
Position	Signature / /

University of Tasmania contact account that details need to be forwarded to? ie. School Secretary	
Email Address	

Sign, Scan and email completed forms as attachments to Service.Desk@utas.edu.au

If sending via Fax (03) 6226 7171 please telephone the service desk on (03) 6226 1818 to ensure it has been received.

Form last updated: 19 / 07 / 2011