



REQUEST FOR iPASS INTERNET ACCOUNT

THIS FORM IS TO REQUEST THE ESTABLISHMENT OF AN iPASS INTERNET ACCOUNT.

Please ensure all fields are completed.

For software installation please refer to http://www.utas.edu.au/service desk/helpsheet/ipass_install.pdf for instructions.

Return Completed Form to:	Service Desk, IT Resources, Sandy Bay Campus, Box 69 – Fax 7171
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Details of person to be provided with an iPass Internet Account (Please Print)			
Name	Title	Preferred First Name	Family Name
Location	School/Section		Campus
Contact Details	Business Telephone		Email Address
POP Account Name The POP account name is the abbreviated form of your email user name (or address) before "@utas.edu.au".			
Initial Password Minimum 6 Characters, Maximum 10 Characters			
Lease Scheme Machine Number (if applicable)			
Expense Payment Benefit Declaration			
<ul style="list-style-type: none"> • Internet access has been provided to me by my employer and the expenses are to be incurred primarily for business purposes. Any private internet usage will be of a small or insignificant nature. • Any significant variation from the business purpose will be advised to my Head of School/Section for their approval and to the University's Business Services section for calculation of any FBT liability. • By signing this request, I confirm my agreement to comply with the University's Computer Usage Policy and all other relevant policies and guidelines associated with the use of IT computing resources. I further agree to indemnify the University for all losses it may suffer from any breach of this agreement. 			
Signature		Date / /	

Authorisation of Expenditure (Please Print)		
School/Section	Authorised by	
Position	Signature / /	
Contact Details	Phone Number	Email Address
FMIS Account Number	1. _____. _____. _____. 5545	

IT Resources Use Only		
CommTech	Account Creation Complete	
DMS	Account Creation Complete	