

UWS ID & IT Service Access Request Form

Fax completed form to (02)
Please complete ALL require
If assistance is required plea

FAX TO 02 9685 9715



UWS ID

New Renewal End Date: 30 January 2011

Details About You & Your Role at UWS

Staff Student Other

Surname: _____ Campus: _____
First Name: _____ Building/Room: _____
Preferred Name: _____ Section/School: _____
Date of Birth: _____ Telephone/Ext: _____
Gender: Male Female Alternate: _____

Type of Access

Permanent Contractor Agency Visiting Postgraduate vUWS (E-Learning) Other: _____

Contact details Please provide the relevant address details

Business/Employer/Agency Name: _____
Address: _____ Suburb: _____
State: _____ Country: _____ Post Code: _____

What Access is Required

Internet Only Access
 Personal UWS email address
 Network Folder/Shared Drive (please provide folder name): \\ad.uws.edu.au\dfshare\
 Email Enabled Public Folder Access Folder Path: (eg: All Pub Folders/ITD/Helpdesk)
Pub Folder Access: Create Items Read Items Create Subfolders Edit All Delete All Edit Own Delete Own Send on Behalf of

Helpdesk will call to confirm details, and access required. Please ensure correct contact numbers are entered.

Supervisor Details

Full Name: Diana Keilar Telephone/Ext: 9781
Staff ID/Payroll number: _____ Alternate: _____
Position: Manager, Professional Programs Section/School: _____

By signing this form I/we agree to abide by the UWS Acceptable Use of Information Technology Resources Policy found at <http://apps.uws.edu.au/uws/policies/ppm/policies.html#IT>

Applicant's Signature & Date:

Supervisor's Signature & Date:

NOTE: Supervisors details including signature is required for non UWS staff and for access requests to Shared drives and Public folders.
Failure to provide details and signature in these instances will result in non processing of this request

The UWS Acceptable Use of Information Technology Resources Policy can be found at <http://policies.uws.edu.au/view.current.php?id=00124#s1>