

UWS ID & IT Service Access Request Form

Fax completed form to
Please complete ALL r
If assistance is require

Fax to: (02) 9685 9715

111 or extn 5111



UWS ID

New Renewal End Date: 30 August 2010

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:	<input type="radio"/> Male <input type="radio"/> 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\dfs\share_____

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: 9685 9781

Staff ID/Payroll number: _____ Alternate: _____

Position: Manager Section/School: Professional and Community Programs

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_phtml#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>