

Request for Computer Access

Art & Design Staff and Postgraduate Students



This form is for Staff/ Postgraduate students who need Internet access via Monash University network, Postgraduate students who require Staff-like Monash email ID and Staff/ Postgraduate students who want to activate after-hours access on their Monash Staff/ Student Card.

1. Staff / Postgraduate details

Staff:

- Full Time
 Sessional

Postgraduate:

- Research
 Coursework

Staff ID:

Title: Mr Ms Prof Dr

Surname: _____

Given Names: _____

Department: Design Fine Arts Faculty Office Multimedia
 Theory Architecture

Room: _____ Contact: _____ (for informing your account details)

2. Username (for existing staff ONLY)

Re-enable an Existing Authcate ID: _____

3. Swipe Card Access (all need to be filled)

Card Issue No (bottom-right of your card): _____

Building(s) & Room Number: B D E G F

Reason of Access: _____

4. Authorisation (To be signed by head of Department or Supervisor)

Signature: _____ Phone: _____

Print Name: _____ Date: ____/____/____

Return completed form to IT Service Desk room G1.13 Art & Design Building

The provision of information technology resources by Monash University is governed by the Information Technology Use Policy – Staff & Other Authorised Users, which can be found at <http://www.adm.monash.edu.au/unisec/pol/itec16.html>

For Office
Use Only:

Date Received: ____/____/____
Date Processed: ____/____/____

Received by: _____
Processed by: _____