This form must be **completed in full** (preferably electronically rather than by hand) and **countersigned by the applicant and sponsor** before submission to Digital and Technology Services. Guidance on how to submit your completed application can be found on page three.

|  |
| --- |
| Applicant details |
| First name(s) |  | Surname |
|  |  |  |
| Business email address |  | Mobile number / Office number |
|  |  |  |
| Job title |  | Company / Employer address (including postcode) |
|  |  |  |
| Third-party access requirements |
| Are you requesting a renewal of your existing account? |  |  |
| [ ]  Yes [ ]  No |  |  |
| System(s) you’ll be using |
|  |
| Type and privilege levels  |
|  |
| Reason for access |
|  |

|  |
| --- |
| Regulations and consent |
| [ ]  I agree to abide by the University of Dundee’s Regulations and Policies([www.dundee.ac.uk/governance/policies/](https://www.dundee.ac.uk/governance/policies/)­)­[ ]  I accept responsibility for requesting a renewal if needed[ ]  I accept responsibility for ensuring that Digital and Technology Services are notified if early account closure is necessary |
| Signature of applicant |  | Date |
|  |  |  |

|  |
| --- |
| Sponsor approval from School / Professional Service |
| Sponsor name |  | Sponsor School / Professional Service |
|  |  |  |
| Sponsor job title |  | Sponsor business email address |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Signature of sponsor |  | Date |
|  |  |

|  |
| --- |
| Authorisation by Assistant Director of Digital and Technology Services (SIRC) or delegate |
| Authoriser name |  | Job title |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Signature of authoriser |  | Date |
|  |  |

# Guidance notes

## Applications

Digital and Technology Services provides a range of computing facilities to the University of Dundee’s students and staff. We maintain a database of authorised names derived from the student records system and HR database to manage access to these facilities.

Third-party accounts don’t fit the criteria above, but do require access to computing resources. They’re:

1. available to consultants who need short-term access to IT systems to, for example, carry out upgrades, monitor, or install systems
2. targeted at specific systems and give you access for a specified duration
3. approved by your School/Professional Service sponsor
4. authorised by the Assistant Director of Digital and Technology Services (SIRC) or a delegate (normally the Director of Digital and Technology Services or another Assistant Director of Digital and Technology Services (Business Services or EUS))

**Work for the University but aren’t an official staff member?** Third-party accounts are given out for very specific reasons. Consider whether the following options would suffice before submitting your request:

### Associate staff

If you’ve got a genuine association with the University (for example, you’re a temporary staff member, visiting academic, individual working on a project), you can apply for associate status through HR. Matriculated students and staff don’t need to request this as they’re registered in the database automatically. The Dean of your School/Head of your Department must authorise this.

### eduroam wifi

If you’re from another Higher Education institution, you may be able to join our wifi using your home institution credentials. This will give you access to the internet.

### \_TheCloud wifi

This is our free, public wifi network, and hotspots are available in most campus locations. Create a Sky account and join the wifi to get internet access.

## Account name format

Third party account usernames follow the format:

EXT-YYMM-1@dundee.ac.uk

Underscores cannot be used.

## Expiration and closure

Third-party accounts expire 365 days after their creation.

If your third-party account is no longer required before its scheduled closure, you need to notify Digital and Technology Services so a forced closure can take place.

## Renewal

You’re responsible for requesting a renewal using this form should your need for the test account extend beyond the maximum 365-day period.

Ensure you give Digital and Technology Services at least three working days notice to avoid loss of access.

## Regulations

All users of University of Dundee IT facilities, including those with third-party accounts, are required to abide by the University’s Regulations and Policies.

This includes the Computing Regulations, Code of Conduct for the use of Computing Facilities, and Information Security policies.

You may have access to sensitive University data through your account. Your compliance and our expectation of how you handle our data is held to the same high standards as all other account users.

## Submitting your completed request form

Completed applications should be sent to Digital and Technology Services in one of the following ways:

### Posted to or dropped off at

IT Reception, Computing Centre, Park Place, University of Dundee, Dundee, DD1 4HN

### Scanned and emailed to

help4u@dundee.ac.uk