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 extension |
|  | |  | |  |
| School / Professional Service | |  | | Job title |
|  | |  | |  |
| System account requirements | | | | |
| Preferred account name (see page three) |  | | System(s) you’ll be using | |
|  |  | |  | |
| Required functionality | | | | |
|  | | | | |
| Purpose of system account | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| 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 ensuring that Digital and Technology Services are notified if / when the account needs to be closed | | |
| 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.

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

1. available for systems that need a specific account to operate. For example, systems running scientific or engineering instruments that need an email address.
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)

**Need an account that doesn’t meet the system account description?** Consider one of these account options:

### Test accounts

This is for staff who support IT who need access to computing facilities to carry out managed testing.

### Third party account

This is for consultants who need short-term access to IT systems to, for example, carry out upgrades, monitor or install systems.

## Account name format

System account usernames must be 16 characters or less to satisfy naming restrictions and come in the format:

<nameofsystem>@dundee.ac.uk

Underscores cannot be used.

## Expiration and closure

System accounts do not have an expiration date.

If your system account is no longer required, you need to notify Digital and Technology Services so the account can be closed.

## Regulations

All users of University of Dundee IT facilities, including those with test 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.

## 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](mailto:help4u@dundee.ac.uk)