

Maynooth University
Maynooth, Co. Kildare, Ireland



IT Services

SPCM Staff Account Application Form

*This form must be completed in full and signed by **both** the SPCM Staff member and the relevant Head of Department/program lead. Forms cannot be signed on behalf of users. Completed forms can be scanned and emailed to servicedesk@mu.ie or posted to IT Services, Eolas Building, Maynooth University.*

<u>Surname*</u> :
<u>Middle name</u> (used in the event of a name clash):
<u>First name*</u> :
<u>SPCM Staff number*</u> :
<u>Contact phone*</u> :
<u>Duration*</u> :

- SPCM staff number: Available from the SPCM accounts office. This is unique to each SPCM staff member and **must** be supplied, including any relevant prefixes, e.g., MCCA. Staff numbers will be verified with the SPCM Payroll office.
- All fields above marked with a '*' are mandatory. If a direct telephone number cannot be provided, please provide the departmental office extension.
- Duration: If on a fixed term contract, the duration must be supplied. An extension can be requested by their Head of Department/program lead as the current duration ends. If permanent, please enter 'Permanent' in the Duration field.
- Please read our policies before signing this form. Signing this form means you agree to the University's policies. Policies are available at: <https://www.maynoothuniversity.ie/university-policies>

Your signature:.....Date:.....

Departmental Head signature:.....Date:.....

This form has been returned to you as mandatory fields were not completed □