NUI MAYNOOTH
Ollscoil na hÉireann Má Nuad

User Account Application Form

Staff Information:		Computer Centre Use Only	
Department*:		Pop account:	
Title*: (Prof, Dr, Mr, Mrs, Ms etc)		Return address:	
Surname*:		UIC:	
Middle name:		Drive:	
First name*:		Quota:	
[1]Staff number :		Expiry date:	
[2]Phone extension*:		Calendar Account:	❐
Full-time:	❐	[3]Consultant:	❐
Part-time:	❐	[4]Guest Account:	❐
Duration:		Duration:	

1. Staff numbers are **mandatory** for full- and part time staff members. If you do not have a staff number then please contact the Personnel Office on ext. 3558. **Staff who apply without staff numbers will not receive an account.**

2. Please provide a phone extension; if a direct contact number is not available, please provide the extension of the departmental office.

3. Consultant: Defined as a person working on campus for or on behalf of the University who does not have a staff number.

4. Guest: A person who requires limited network access for a short period not exceeding four weeks, as described in the Computer Centre Policy for Guest Accounts. Guest accounts do not include e-mail.

Please read our policies before signing this form. Signing this form means you agree to the computing policies. Policies are available at :   http://www.nuim.ie/service/cc/policies

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

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

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