

Temporary Extended Access to Murdoch University Systems

This form should be used by people whose enrolment or employment status with the University has or is about to cease and special circumstances require their temporary continued access to these systems: workstation login, email access, file/folder access, remote access through dialup or VPN, access to Citrix applications[†] (eg. Finance1, Alesco, Callista), Library search catalogue.

APPLICANT'S DETAILS (The person requesting an extension)			
Murdoch Username: (Staff/Student number or Person number)			
First name:			
Family name:			
Division/School/Office:			
Telephone Number:			
Reason for requesting an extension:			
<ol style="list-style-type: none"> 1. I have read and understood, and will abide by, the "Standards and Guidelines for All Users of University Computing and Network Facilities" of Murdoch University's "Information Technology Security Policy". (http://www.murdoch.edu.au/admin/policies/itsecurity/) 2. I accept full responsibility for the <u>exclusive personal use</u> of the Murdoch Username & Password given to me. 3. I understand that the System Administrator or other authorised University official has the right to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorised use of any computing facility, or to exercise any other rights necessary to protect University computing facilities. 4. I understand that Murdoch University accepts no liability for interference with, or loss of, any files, programs or data belonging to me resulting from its efforts to maintain the privacy and security of its computing facilities. 			
Signature:		Date:	
AUTHORISATION			
This form must be authorised by an appropriate person. Refer to the list of MAIS Authorised Agents (http://www.murdoch.edu.au/wwwforms/mais/help/agents.html) to determine who should authorise this form. If unsure, contact the IT Service Desk (Extn 2000).			
Name of authoriser:			
Murdoch Username of authoriser: (Staff/Student number or Person number)			
Division/School/Office of authoriser:			
An extension may be granted for a maximum of thirty (30) days beyond the current expiry date for the applicant's user account, or from the date this form is signed if the applicant's account is already expired. If access is required beyond 30 days, the applicant should seek to update their enrolment or employment status with the appropriate University office. Special requests for temporary access in excess of 30 days must be authorised by the University's Director IT Services or IT Security Manager. Please allow two days to process special requests.			
Date the extension is required until:		Max. 30 days	
I, a MAIS Authorised Agent, authorise the extension of the user account of the person described above.			
Signature:		Date:	

Please send the completed form to "**IT Service Desk, Library, South Street**", or deliver in person to the **IT Service Counter** located in the South Street campus Library.

[†] For certain Citrix applications you will also need to contact the system custodian to request extended access.