



## Murdoch Password Request Form

For use by Staff or Other persons who are not staff or students.

### APPLICANT'S DETAILS (The person requiring their password changed)

**Murdoch Username (Staff or Person No.):** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Family name:** \_\_\_\_\_

**Division/School/Office:** \_\_\_\_\_

I, the applicant, will ensure this password is kept secure at all times and comply with Murdoch University's password management guidelines and policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### AUTHORISATION

This form, when completed on behalf of an applicant who is off-campus, 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 authorising person:** \_\_\_\_\_

**Division/School/Office:** \_\_\_\_\_

I, a MAIS Authorised Agent, authorise the password change of the person described above and delegate authority to the person described below to collect this password on behalf of the applicant.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### DELEGATE (The person collecting the password on behalf of the applicant)

**Murdoch Username (Staff or Person No.):** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Family name:** \_\_\_\_\_

**Division/School/Office:** \_\_\_\_\_

I, the delegate, authorised to collect the password for the applicant, will ensure the Murdoch Password is delivered in a secure manner to the applicant and will not reveal the password to any other person. I will remind the applicant to set another **new** Murdoch Password, known only to them, on receipt of this Murdoch Password.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY – To be completed by iT Service Desk Staff

**Name:** \_\_\_\_\_

I, a member of the iT Service Desk staff, authorised to generate a new Murdoch Password, have sighted the appropriate proof of identity (eg. University Identification card), with an identifiable photo, for:

- The applicant requesting a new Murdoch Password
- The authorised delegate collecting the new Murdoch Password for the off-campus applicant

I have generated a new Murdoch Password on secure stationery and given the envelope to the applicant/delegate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_