

Request for Murdoch Username and Password Form

For use by persons other than University staff or students.

APPLICATION TYPE	
<i>If you are renewing your application or if you have been issued a Murdoch Username and Password in the past when you were not a Student or Staff, then please choose YES and, if known, provide your Murdoch Username.</i>	
I have previously been issued a Murdoch Username:	YES NO
Murdoch Username (if known):	
<i>New applicants please complete all details. Renewing applicants please complete any details that have changed.</i>	

APPLICANT'S DETAILS (The person requiring a Murdoch Username and Password)	
Title (eg. Mr/Ms/Miss/Mrs/Dr/Prof):	
First given name:	
Second given name:	
Third given name:	
Family name (Required) :	
<i>Your preferred given name is the name by which you would like to be called. (Eg. Your first, second or third given name is "Michael" but your preferred given name is "Mike".)</i>	
Preferred given name:	
<i>Your date of birth is collected so that we can distinguish you from people who may have the same name as you.</i>	
Date of birth (Required) :	
Position Title:	
<i>Please provide location details if you are located on a Murdoch University campus.</i>	
Location (Building and Room):	
<i>If the administrative officer in your Division/School has organised a Murdoch University telephone number then please write it here. If you have not been given a University telephone number, you may provide an alternate contact number.</i>	
Telephone Number:	
<i>If you have an existing email address which you would like to use for correspondence with the University, please provide it here.</i>	
Email Address:	
<i>If you are required to use email and do not have access to an existing email address or would prefer to have a Murdoch University email address, choose YES. The IT Service Desk will contact you when the email address is ready.</i>	
Do you require a Murdoch University email account?	YES NO
<i>You may wish to have the details you provided displayed on the Campus Directory so that other people can find and contact you. (The Campus Directory may be searched by any visitors to Murdoch University's public web site.)</i>	
Do you want an entry in the Murdoch University Campus Directory?	YES NO
<i>Some details displayed in the Campus Directory are optional. If you have chosen to display your entry in the Campus Directory, please tick the following boxes if you DO NOT want the specified details displayed.</i>	
Do not display in the Campus Directory:	<input type="checkbox"/> Telephone number <input type="checkbox"/> Email address

Send the completed form to the IT Service Counter, Murdoch University Library, South Street.

APPLICANT'S SIGNATURE

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 exclusive personal use 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/www/forms/mais/help/agents.html>) to determine who should authorise this form. If unsure, contact the IT Service Desk (Telephone 9360-2000).

Name of authorising person:**Division/School/Office:**

If the applicant has a direct association with your School/Office/Area, please select "YES" so the applicant will receive Divisional, School and Office emails and may gain access automatically to group (shared) files and folders.

Direct association with School/Office area:

YES | NO

*A Murdoch Username and Password should be issued for the minimum period required for the applicant to complete their work with the University. **It cannot be issued for greater than 12 months.** Access beyond 12 months will need to be renewed with a new application form. Applicants are contacted by email up to 21 days prior the username expiry.*

Date the username is required until:**Max. 12 months**

I, a MAIS Authorised Agent, authorise the creation of a Murdoch Username and Password for 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 Murdoch Username and 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 Murdoch Username and Password for the applicant, will ensure this information is delivered in a secure manner to the applicant and will not reveal these details 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****IT Service Desk/Counter 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 Username and Password
 The authorised delegate collecting the new Murdoch Username (and Password) for the applicant

New Murdoch Username (MAIS Person Number):**Receipt provided:**

YES | NO

Murdoch Password printed:

YES | NO

This application form submitted by:

MAIL | APPLICANT | DELEGATE

Signature:**Date:**