

University of Liverpool Computing Services
Conference Usernames Registration Form

For members of staff to request temporary usernames for conference attendees needing to log onto the University computer network (Managed Windows Service) using a networked PC.
WIRELESS ACCESS: Please note – conference attendees requiring wireless internet access using their own laptops can also use their conference username and password to access Eduroam. More details at <http://wireless.liv.ac.uk>

University of Liverpool Staff ID Number :		Title: (please circle)	Prof / Dr / Ms / Miss / Mrs / Mr
First and Middle Initials:		First Name:	
Surname/Family Name:			
Department:			
Number of usernames required:			
Start date for the usernames: Please ensure that there is a minimum of 2 weeks before the Conference for these usernames to be registered for you but that the expiry date is no more that 12 weeks from the submission date (this is to avoid the passwords from expiring).			
Expiry date for the usernames:			
Contact phone number:			
Your University email address:			
Conference Title:			
<p>Before signing this form, please read the current Regulations and Code of Practice for the use of IT Facilities at the University, which can be viewed at http://www.liv.ac.uk/csd/regulations</p> <p>Declaration</p> <ul style="list-style-type: none"> I have read and agree to abide by the Regulations and Guidelines and any additions or amendments as are issued from time to time by the relevant University Authority. Computer facilities are mostly free of charge unless used for commercial purposes or in connection with certain unusual research grants where separate provision is made for computer costs. If either of these applies, you must tick the following box; an interview will be arranged with the Director of Computing Services to discuss charges. <input type="checkbox"/> <p>If either consideration applies in future, you must contact the Director of Computing Services before such use of computer facilities goes ahead.</p>			
Signature:		Date:	
<p>Please send the original signed copy of this form to: Service Desk, Computing Services, Brownlow Hill, Liverpool L69 3BX OR it is now acceptable to scan or fax us a copy of the original signed form. Email to servicedesk@liv.ac.uk or fax to x44423 (0151 794 4423). We will email you the details of the Conference usernames. PLEASE ALLOW 2 WEEKS FOR THE REGISTRATIONS TO BE PROCESSED</p>			

For Computing Services use only			
The password for all the usernames is:			
Details of Conference usernames registered:			
Initials:		Date:	
Details emailed to owner (tick):			<input type="checkbox"/>