

**University of Liverpool IT 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:					
Are ANY of the conference attendees UNDER 18 years of age? (please circle)			YES	NO	DON'T KNOW
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: Open and unused accounts are a security risk					
Contact phone number:					
Your University email address:					
Conference Title:					
<p>Compliance with the IT Acceptable Use Policy http://www.liverpool.ac.uk/it/regulations is a condition of use for access to the University IT facilities and services.</p> <ul style="list-style-type: none"> • I have read and agree to advise all conference users of the requirement to comply with the IT Acceptable Use Policy • I understand that where the short course users are under 18 years of age that I am responsible for complying with the University Policy on the Safeguarding of Children, Young People and Vulnerable Adults and completing a suitable risk assessment (Appendix 9). 					
Signature:				Date:	
<p>Please scan a copy and email to servicedesk@liverpool.ac.uk. We will email you the details of the Conference usernames. PLEASE ALLOW 2 WEEKS FOR THE REGISTRATIONS TO BE PROCESSED</p>					

For IT 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"/>