

**University of Liverpool Computing Services
Ownership update - Departmental username**

This form is to be used to update the ownership details for a Departmental username when the Head of Department or School Manager changes and is to be completed by the NEW Head of Department or School Manager

Existing Departmental username:			
Name of previous owner: (previous Head of Department or School Manager)			
New Head of Department or School Manager's Staff ID Number:			
Title: (please circle)	Prof / Dr / Ms / Miss / Mrs / Mr	Initials :	
First name:		Surname/Family Name:	
Department:		Contact phone number:	

WOULD YOU LIKE TO CHANGE ANY OF THE EXISTING EMAIL SETTINGS FOR THIS ACCOUNT?			
Would you like to change the existing mailname? Please write new mailname in box. Spaces are not possible and should be replaced with a full stop or a hyphen. e.g. Service.Desk@liverpool.ac.uk or servicedesk@liverpool.ac.uk			
Do you require this email address to be listed in the main University Outlook Global Address List (GAL)? If on the list, this address can be easily found by other University email users. NOTE: IF YOU WANT TO USE THE MICROSOFT OUTLOOK DESKTOP CLIENT ON THE MWS, THIS EMAIL ADDRESS MUST BE LISTED IN THE GAL. Webmail can be used whether there is an entry in the GAL or not. Please tick your preference.		YES	
		NO	
Would you like to change the name shown in the email "From" field? (Display Name) (the default is the Head of Department or School Manager's name) Please write new Display Name in box. We recommend that a name suited to the use of the account is chosen e.g. Computing Services Service Desk			

WOULD YOU LIKE TO ADD OR REMOVE ACCOUNT SIGNATORIES?					
Account signatories can request password resets and other administrative changes for this computer account. If you would like to add more account signatories or remove existing signatories, please fill in their full names and MWS usernames below and tick ADD or REMOVE. The Service Desk can tell you who the current signatories are for this account. The staff members you have listed below for adding as account signatories are authorised by you to request password changes and other administrative changes for this computer account.					
Full Name:		MWS Username:		ADD	REMOVE
Full Name:		MWS Username:		ADD	REMOVE
Full Name:		MWS Username:		ADD	REMOVE
Full Name:		MWS Username:		ADD	REMOVE
Full Name:		MWS Username:		ADD	REMOVE

Before signing this form, please read the current Regulations and Code of Practice for the use of IT Facilities at the University, which may be viewed at <http://www.liv.ac.uk/csd/regulations/>

Declaration

- 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.
- I agree to the inclusion of my name, departmental address and phone number in the Computing Services directories which can be viewed by other users.
- 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.

If either consideration applies in future, you must contact the Director of Computing Services before such use of computer facilities goes ahead.

Signature:		Date:	
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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).
PLEASE ALLOW 4 WORKING DAYS FOR PROCESSING.

For Computing Services use only			
Ownership details updated:	Initials:	Date:	