

University of Liverpool Computing Services Managed Windows Service (MWS) Registration Form

This side of the form is to be completed and signed by the applicant
The other side or page of the form **MUST BE COMPLETED AND SIGNED BY YOUR HEAD OF DEPARTMENT
OR SCHOOL MANAGER**

University of Liverpool ID Number: (if you have one)		Title: (please circle)	Prof / Dr / Ms / Miss / Mrs / Mr
First and Middle Initials:		First Name:	
Surname/Family Name:			
Status required (please tick) <input type="checkbox"/> Staff <input type="checkbox"/> Research Postgraduate <input type="checkbox"/> Taught Postgraduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Other	Date of Birth: (Mandatory)		
	Department:		
	*Expected leave date: (Maximum 12 months)		
	<small>* IMPORTANT NOTE - COMPUTING ACCOUNTS FOR EXTERNAL USERS EXPIRE AFTER 12 MONTHS. However, you can extend your computing access for further 12 month periods by an email request on your behalf from your Head of Department or School Manager to Computing Services Service Desk (servicedesk@liverpool.ac.uk). You will receive a warning email from CSD one month before your access is due to end and you should request an extension immediately or you may lose your computing access. You do not need to complete another application form.</small>		
Reason for requiring computing access: (Mandatory)			
Phone number:		Postal address: <small>(Fill this in if you would like your account details posted to your home or another address. If left blank, we will email details to the email address you have provided.)</small>	
Email address:			
First choice login username:		Second choice login username:	
The username you choose must be 3 to 8 characters long , use letters and/or numbers, but must start with at least one letter.			
Do you require your email address to be listed in the main University Outlook Global Address List (GAL)? <small>If you are in the list, your address can be easily found by other University email users. NOTE: IF YOU WANT TO USE THE MICROSOFT OUTLOOK DESKTOP CLIENT ON THE MWS, YOUR EMAIL ADDRESS MUST BE LISTED ON THE GAL. Webmail can be used whether there is an entry in the GAL or not. Please tick your preference.</small>			<input type="checkbox"/> YES <input type="checkbox"/> NO
IMPORTANT NOTE: Computing registration will lapse if you leave the University or if you request the termination of your registration. Thereafter Computing Services cannot guarantee that stored information will continue to exist.			
<small>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.liverpool.ac.uk/csd/regulations</small>			
Declaration <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. 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. <input type="checkbox"/> 			
<small>If either consideration applies in future, you must contact the Director of Computing Services before such use of computer facilities goes ahead.</small>			
Signature of applicant:			Date:
PLEASE ENSURE THAT YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER COMPLETES AND SIGNS THE OTHER SIDE OR PAGE OF THIS FORM. <small>Then please send the original signed copy of this form to: Service Desk, Computing Services, Brownlow Hill, Liverpool L69 3BX OR scan us a copy of the original signed form. Email to servicedesk@liverpool.ac.uk. We will email you the details of your account (unless you specify a postal address above). PLEASE ALLOW 3 DAYS FOR PROCESSING.</small>			

THIS SECTION TO BE COMPLETED BY YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER

This request **MUST** be supported by a statement from the Head of the University Department or the School Manager of the School in which you are working and then authorised by a Senior Manager of Computing Services. We cannot process this request without a signed statement below from your Head of Department or School Manager.

(This statement replaces the request letter which was previously required by CSD)

Name of Head of Department or School Manager: (BLOCK CAPITALS)	
MWS username OR Staff ID number of Head of Department or School Manager:	
*Date applicant requires access until (Leave date):	

***IMPORTANT NOTE ABOUT LEAVE DATE:**

You can request any leave date you wish, but please note that computing access for the applicant **MUST** be renewed every 12 months by way of an email request from yourself (as Head of Department or School Manager) to Computing Services Service Desk (servicedesk@liverpool.ac.uk). The applicant will receive a warning email from CSD one month before their access is due to end. The applicant will not need to complete another application form to renew access but may contact you to request a supporting email.

Please give more details below of why computing access is required by the applicant:

Signature of Head of Department or School Manager:		Date:	
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For Computing Services Use Only			EX
Authorised by:		Date:	
Reason for Authorisation:		END DATE:	
USERNAME:		MWS/E-MAIL PASSWORD: (Passwords no longer expire and can be kept as long as you want – change your password at http://www.liverpool.ac.uk/csd)	
IMPORTANT - Please visit the following web page and set a "Secret Question and Answer" which will assist the Service Desk to verify your identity if you forget your password in the future: http://www.liverpool.ac.uk/mwssecretquestion			
MAILNAME:		See the Fundamentals Booklet for information on CSD services (also online at https://www.liverpool.ac.uk/csd/fundamentals/)	
Initials:		Date:	Details emailed <input type="checkbox"/> or posted <input type="checkbox"/> to applicant (tick)