

University of Liverpool Computing Services
Short Course Usernames Registration Form

For members of staff to request temporary usernames for SHORT COURSE ATTENDEES ONLY.

NOTE: Short-course usernames SHOULD NOT BE USED for individual visitors requiring temporary access to the University network. Individual visitors MUST complete an MWS external user form.

Short-course usernames should also not be requested for exam purposes as students should now use their MWS username for all computer based exams.

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:				
Please specify what these usernames are to be used for:				
Number of usernames required:				
Start date for the usernames:				
Expiry date for the usernames: (maximum 90 days)				
Is the UNIX service required in addition to the MWS? (please circle)	YES	NO		
Is a University email account required for each username? (please circle)	YES	NO		
Contact phone number:		Your University email address:		
Course 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 may 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 scan a copy of the original signed form and email to servicedesk@liverpool.ac.uk We will email you the details of the Short Course usernames. PLEASE ALLOW 2 WORKING DAYS FOR THE REGISTRATIONS TO BE PROCESSED</p>				

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