

## University of Liverpool IT 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 not be requested for exam purposes as students **MUST** use their MWS username for all computer based exams.

<b>University of Liverpool Staff ID Number :</b>		<b>Title: (please circle)</b>	Prof / Dr / Ms / Miss / Mrs / Mr		
<b>First and Middle Initials:</b>		<b>First Name:</b>			
<b>Surname/Family Name:</b>					
<b>Department:</b>					
<b>Please specify what these usernames are to be used for:</b>					
<b>Number of usernames required:</b>					
<b>Start date for the usernames:</b>					
<b>Expiry date for the usernames: (maximum 90 days)</b> <small>Please note open and unused accounts are a security risk</small>					
<b>Is the UNIX service required in addition to the MWS? (please circle)</b>			YES	NO	
<b>Is a University email account required for each username? (please circle)</b>			YES	NO	
<b>Are ANY of the course attendees UNDER 18 years of age? (please circle)</b>			YES	NO	DON'T KNOW
<b>Contact phone number:</b>		<b>Your University email address:</b>			
<b>Course Title:</b>					
<p><b>Compliance with the IT Acceptable Use Policy <a href="http://www.liverpool.ac.uk/it/regulations">http://www.liverpool.ac.uk/it/regulations</a> is a condition of use for access to the University IT facilities and services.</b></p> <ul style="list-style-type: none"> <li>I have read and agree to advise all short course users of the requirement to comply with the IT Acceptable Use Policy</li> <li>I understand that where the short course users are under 18 years of age that I am responsible for complying with the <a href="#">University Policy on the Safeguarding of Children, Young People and Vulnerable Adults</a> and completing a suitable risk assessment (Appendix 9).</li> </ul>					
<b>Signature:</b>				<b>Date:</b>	
<p>Please scan a copy of the original signed form and email to <a href="mailto:servicedesk@liverpool.ac.uk">servicedesk@liverpool.ac.uk</a> We will email you the details of the Short Course usernames. <b>PLEASE ALLOW 2 WORKING DAYS FOR THE REGISTRATIONS TO BE PROCESSED</b></p>					

For IT 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"/>