FORM **ITS 3**	**University of Liverpool IT Services** **Short Course Usernames Registration Form**

For members of staff to request temporary usernames for SHORT COURSE ATTENDEES ONLY.
Please note that short-course usernames only provide University MWS Managed Windows Service log in access and do not automatically grant Microsoft Office 365 access. If anything other than log in access is needed, this will need to be discussed further.
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 Office 365 access required (Note: this will require further discussion)		**YES**		**NO**
Is a University email account required for each username? (please circle)		**YES**		**NO**
Are ANY of the course attendees UNDER 18 years of age? (please circle)		**YES**	**NO**	**DON'T KNOW**
Contact phone number:		**Your University email address:**		
Course Title:				

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.**
• I have read and agree to advise all short course 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:**	

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

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):	☐