

University of Liverpool IT Services  
Application for TIVOLI PC Backup Service

NOTE: This service is only open to members of University staff registered for the Managed Windows Service (MWS).  
Please see <http://www.liv.ac.uk/csd/pcbackup/index.htm> for full information on the Tivoli PC backup service.

**SECTION A – TO BE COMPLETED BY YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER**

Head of Department or School Manager's Staff ID Number:							
Title: (please circle)		Prof / Dr / Ms / Miss / Mrs / Mr		Name:			
Department:							
Contact phone number:							
Signature of Head of Department or School Manager:						Date:	

**SECTION B - DETAILS OF THE MEMBER OF STAFF APPLYING FOR THE TIVOLI PC BACKUP SERVICE**

Staff ID Number:				Name:			
MWS username:				Contact phone number:			
PC or Laptop:							

Before signing this form, please read the current regulations, policies and guidelines for the use of IT Facilities at the University, which may be viewed at <http://www.liverpool.ac.uk/it/regulations>

**Declaration**

- I have read and agree to abide by the regulations, policies 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 IT 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 IT Services to discuss charges.

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

Signature of applicant:						Date:	
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Please scan a copy of this form to: [servicedesk@liverpool.ac.uk](mailto:servicedesk@liverpool.ac.uk)

**For IT Services use only**

IT Services Authorisation:		Date:
Backup slot allocated:	Initials:	Date: