

Form  
**OSA  
01**

# Online Services Access for New UNSW Staff Members

**IT at  
UNSW**

Note: Mandatory fields must be filled or the forms will not be processed  
Forms of earlier version will not be processed

## Section 1 - UNSW Staff Number (mandatory)

Staff Number

Started employment on

Note - Forms without a Staff number can not be processed. Contact HR if you have not received your Staff number.

## Section 2 - Personal Details (mandatory)

Title

Given Names

Surname

Preferred Given Name

Please list the name you wish to appear in the  
Internal Directory and Web Pages.

## Section 3 - Position and Location on Campus (mandatory)

UNSW Job Title

Office Location/Building

Please include Room Number, Building, Campus. We need to know your  
exact location on campus for internal mail.

Unit/School/Department

Be precise (eg. Not just "School Office"). Unit/School/Dept must appear  
in the Web Directory at [www.dir.unsw.edu.au](http://www.dir.unsw.edu.au)

  
  


## Section 4 - Telephone, Fax and Email Details (mandatory)

### Telephone and Fax Numbers

You may list up to three numbers in order of preference. These numbers are contact numbers so you may use a number for a secretary, school office, etc.

1st Contact Number

2nd Contact Number

3rd Contact Number

Facsimile Number

### UNSW Email address creation

Preferred email address must be with email extension @unsw.edu.au. The UNSW standard is your initial, dot, surname (eg j.doe@unsw.edu.au). Should this address not be available please also list an alternative email address.

Preferred email address

 @unsw.edu.au

Alternative email address (if preferred email is taken)

 @unsw.edu.au

### Email forwarding (optional)

If your School or Department has its own email domain, we can forward your UNSW email to that address. If you would like us to do so, please name the account you wish to have your email sent to. If you do not wish to have your mail forwarded, leave this space blank. You can have your email forwarded at anytime by contacting the Service Centre or by using the on-line self service.

Forward my UNSW email to

## Section 5 - UniPass Collection Details (mandatory)

Please indicate below your preferred method for obtaining your UniPass. Should you wish to collect your UniPass from the IT Service Centre, please ensure you have your Staff ID Card or some form of Photographic ID with you.

**Internal Mail (3-5 working days)**

Please mail me my UniPass by Internal mail

**In Person**

Please hold my UniPass for collection

## Section 6 - Applicant's Signature (mandatory)

I certify that the above details are correct, and agree to abide by the UNSW Online Services terms and conditions for access to all Online Services provided by IT at UNSW.

Applicant's Signature

Date

Office  
Use

Date Processed

Processed by

Directory Updated

UniPass&Email Issued

Status (Rejected/Processed)

Version 1.0 2009  
Date: 02/07/09

**Terms and Conditions of Use - UNSW ICT Resources**  
**(please detach from application form and keep for reference)**

**By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the "Acceptable Use of UNSW ICT Resources" policy. The full text of this policy and its accompanying procedures document may be found at:**

[http://www.its.unsw.edu.au/policies/policies\\_home.html](http://www.its.unsw.edu.au/policies/policies_home.html)

**These conditions cover use of all UNSW information and communication technologies such as:**

- The University network (including wireless access)
- Desktop and laptop computers
- PDAs
- Software and peripherals
- Telephone equipment (including mobile phones)
- **Personally-owned** equipment when it is connected to the University network.

**A brief summary of the policy is set out below for quick reference:**

(but remember you are agreeing to the full policy and NOT just this summary)

- Access to the University's ICT resources is made available for teaching, research and administrative purposes, and other specifically authorised activities.
- Use of the resources must be ethical, legal and responsible at all times, including limited incidental personal use.
- The University reserves the right to limit access to its networks through University-owned or other computers and to remove or limit access to material and resources stored on University-owned computers (or accessed via the internet from within the University network).

**As a user of these resources, you are subject to the following conditions:**

**Respect for Intellectual Property and Copyright:** You agree to respect the copyright and intellectual property rights of others.

**Legal and Ethical Use of ICT Resources:** Use of the University's ICT resources is subject to the full range of State and Federal legislation, as well as current UNSW policies. You must ensure that your use of University ICT resources is legal and ethical at all times.

**Security and Privacy:** UNSW employs various measures to protect the security and privacy of its ICT resources and user accounts, as described in the Policy document. While UNSW does not routinely inspect files, it reserves the right to inspect material on its ICT resources when investigating a breach or when required by formal legal disclosure requests.

**You agree to protect UNSW ICT systems, information and accounts by:** using your access only as authorised; keeping your account details confidential; keeping virus protection and operating system/security patches up to date; using only authorised and licensed software programs and; promptly reporting any breach in system or network security to your system administrator.

**Examples of inappropriate use include (but are not limited to):**

- Making/using illegal copies of a licensed computer programme;
- Downloading, copying, storing or transmitting copyrighted material such as movies, music, graphics or video files without the express permission of the copyright holder or as permitted by law.
- Using another's login or password, or allowing others to use yours;
- Gaining unauthorised access to systems by any means, including port scans, 'hacking' and use of 'password sniffer' software;
- Using UNSW ICT resources to attack or compromise any other system, whether on or off-campus, including circumventing system security or protection measures.
- Knowingly propagating or installing computer viruses or malicious code;
- Accessing or intercepting others' electronic communications without permission.
- Create/send email under another's name (forgery); create/send/forward: electronic chain letters, unsolicited broadcast emails ("Spam"), obscene, abusive, fraudulent, threatening or repetitive messages;
- Use of ICT resources to harass, threaten, defame, vilify or discriminate against any group or individual;
- Intentional or irresponsible damage of ICT resources, or theft of equipment;
- Excessive personal use of ICT resources (see Section 4.2.3 of Policy document for examples of acceptable personal incidental use);

**Breaches of these Conditions of Use**

Penalties will depend on the type and severity of breach, ranging from a verbal warning and/or loss or restriction of ICT access, to formal University disciplinary action. Misuse of ICT facilities by students may attract financial penalties. Cases of serious, deliberate and/or criminal breach may result in civil or criminal proceedings.

***On having signed and completed the OSA 01 form please return it to the IT Service Centre***

**By Internal Mail**

IT Service Centre  
Level 14, Library Stage II

**By Fax**

IT Service Centre  
Fax Number: 9385 1537

**In Person**

IT Assistance Counter  
Ground Floor, Library Annexe