

Form

**OSA  
03**

Creation of M Account:

**Online Services Access for  
Staff of Affiliated Organisations****Do not fill out this form if you have an existing z/m account**Note: Mandatory fields must be filled or the forms will not be processed  
Forms of earlier version will not be processed**IT at  
UNSW****Section 1 - Period of Access (mandatory)**

Time period for services access (Please select one)

 3 Months 12 Months (1 Year) 6 Months 24 Months (2 Years)**Section 2 - Applicant's Details (mandatory)**

<b>Title</b>	<b>Given Names</b>	<b>Surname</b>	<b>Preferred Given Names</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of Employment or Appointment</b>		<b>Period of Employment or Appointment</b>	
<input type="text"/>		<input type="text"/>	
<b>Job Title</b>	<input type="text"/>	<b>Office Location/Building</b> Please include Room Number, Building, Campus or Postal Address if off campus)	
<b>Organisation</b>	<input type="text"/>	<input type="text"/>	
<b>Dept/Unit</b>	<input type="text"/>	<input type="text"/>	
<b>Name of Host Faculty (Visiting Academic/Conjoint Only)</b>		<b>Category of Visiting Academic (Visiting Academic/Conjoint Only)</b>	
<input type="text"/>		<input type="text"/>	

**Section 3 - Phone and email details (mandatory)**

<b>1st Contact Number</b>	<b>2nd Contact Number</b>	<b>Facsimile Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>UNSW Email address creation</b>		
<b>Preferred UNSW email address must be with @unsw.edu.au</b>		<b>Forward my UNSW email to this email address</b> (eg. j.doe@gmail.com)
<input type="text"/> @unsw.edu.au		<input type="text"/>

**Section 4 - UniPass Collection (mandatory)**

**Internal Mail (3-5 working days)** Please mail my UniPass

**Already have UniPass** I have an existing UniPass

**In Person** I will collect my UniPass in person from the IT Assistance Counter

**Section 5 - eLearning**

**eLearning** Please tick if you need access to UNSW's My eLearning Vista

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

<b>Applicant's Signature and acceptance of T&amp;C</b>	<b>Applicant's Name (Please Print)</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 7 - To be completed by Authorising Officer who must be a UNSW Staff member (mandatory)**

The above applicant is (please tick) :

- Employed as (other than a casual) by my budget unit from UNSW or grant funds and is supervised by UNSW staff.**
- Employed by a closely associated organisation and undertakes work under the supervision of UNSW staff within my budget unit.**

The authorising officer must be a UNSW staff member with s or z staff ID. Any non-UNSW staff authorisation will not be processed.

<b>Head of School/Unit Manager Name</b>	<b>Position</b>	<b>Staff ID</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Head of School/Unit Manager Signature</b>	<b>Date</b>	<b>Contact Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Office Use</b>	Date Processed	Processed by	M Account ID	UniPass&Email Issued	Status (Rejected/Processed)	Version 1.0 2009 Date: 02/07/09
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**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 03 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