

Form

**OSA
05**

Creation of M Account:

**Online Access form for
Special Purpose Account****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 - Account Holder Details (mandatory)**

Special Purpose email accounts are not available to UNSW Students.

Please list the details for the staff member responsible for this new account

Staff Number Note - forms without a Staff number will not be processed

Title	Given Names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
UNSW Job Title	Office Location/Building	
<input type="text"/>	<input type="text"/>	
Unit/School/Department	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Telephone Number	Fax Number	Applicant's existing email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2 - Purpose and Type of Account (mandatory)

Type of Account - Please indicate the type of account you require.

<input type="checkbox"/> New Email Account	<input type="checkbox"/> New Shared Exchange Calendar
Account Name <input type="text"/>	Calendar Name <input type="text"/>
Members s/z staffID <input type="text"/>	Members s/z staffID <input type="text"/>
<input type="checkbox"/> New Exchange Distribution List Account	For A/V resource booking, please specify A/V <input type="text"/>
Distribution Name <input type="text"/>	For meeting room booking, please specify location and capacity <input type="text"/>
Members s/z staffID <input type="text"/>	<input type="checkbox"/> Other
	Name <input type="text"/>
Time Period required for this account (Maximum 12 months) <input type="text"/>	

Please list a preferred email address and alternative email address for this account.

Preferred email address <input type="text"/> @unsw.edu.au	Alternative email address (if preferred email is taken) <input type="text"/> @unsw.edu.au
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Section 4 - Applicant's Signature (mandatory)

Applicant's Signature <input type="text"/>	Applicant's Name (Please Print) <input type="text"/>	Date <input type="text"/>
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Section 5 - Head of School/Unit Manager's Signature (mandatory)

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

I am aware of and approve of the purpose for which this account is being established.

Name (Please Print) <input type="text"/>	Position <input type="text"/>	Staff Number <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/>	Contact Number <input type="text"/>

Office
Use

Date Processed	Processed by	M account ID	UniPass&Email Issued	Status (Rejected/Processed)	Version 2.0 2009 Date: 07/08/09
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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

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 05 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