**Request for Access to STFC IT Resources**

In requesting and signing for access to STFC IT resources, you agree to abide by the following policies:

STFC Acceptable Use Policy

<http://www.stfc.ac.uk/aup>

Ja.Net Acceptable Use Policy

<http://www.ja.net/company/policies/janet-aup-previous.html>

Please ensure you have read and fully understand these polices before signing this form.

1. Personal Details:

Title: Surname: Forename:

Company or Organisation Name:



Company or Organisation Address:





Contact Phone Number: Alternative contact number:



E-mail address:

2. Reporting Structure Details:





Site: Department:

Name of Primary Contact: Contact Phone Number:

Contact e-mail Address:



Project (If applicable):

Start Date: End date:

3. Access Requirements:

|  |  |
| --- | --- |
|  | Required (Please enter Yes/No) |
| Windows (Federal ID) |  |
| Unix ID |  |
| STFC e-mail address |  |

4. VPN Access:



Access Required (yes/no):

It is STFC policy that equipment must not be connected to the computer network without the prior acceptance and approval of the responsible IT department. Further information may be required by STFC to process any requests.

5. Use of equipment not owned by STFC:





Device Ownership Type of Device





Device Name MAC Address



Operating System Version



Software Update Utility Person Responsible for update



Virus Protection Utility Person Responsible for update

Additional IT Requirements

6. Requestors Signatory

I have read, understood and accept the conditions of access to STFC IT Services as mentioned above and agree to my personal data being stored as mentioned below.

Applicants Signature: Print Name: Date:

7. Authorisation Signatory:

To be completed by a staff member of Band F or above.

Authorisers Signature: Print Name: Date:

Data protection notice

All information supplied in this form will be treated in confidence by the STFC. It will only be used for the purposes of evaluating the application, creating and management of the relevant STFC IT Services. The information supplied will not be passed on to any other organisation unless it is relevant to do so for the purposes above.  
All completed forms will be retained by the STFC and lodged with the Information Security Officer. Unsuccessful applications will be retained for 12 months from date of receipt. This is done to cross reference any re-applications within this period. All successful applications will be retained for the duration of access to the IT services plus a period of 12 months following their termination or withdrawal.