FORM **ITS 1**	**University of Liverpool IT Services** **Managed Windows Service (MWS) Registration Form** This side of the form is to be completed and signed by the applicant The other side or page of the form MUST BE COMPLETED AND SIGNED BY YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER

University of Liverpool ID Number: **(if you have one)**		**Title:** **(please circle)**	Prof / Dr / Ms / Miss / Mrs / Mr
First and Middle Initials:		**First Name:**	
Surname/Family Name:			

Status required (please tick) ☐ Staff ☐ Research Postgraduate ☐ Taught Postgraduate ☐ Undergraduate ☐ Other	**Date of Birth: (Mandatory)**	
	Are you UNDER 18 years of age? (please circle)	YES NO
	Department:	
	***Expected leave date: (Maximum 12 months)**	
	* IMPORTANT NOTE - COMPUTING ACCOUNTS FOR EXTERNAL USERS EXPIRE AFTER 12 MONTHS. However, you can extend your computing access for further 12 month periods by an email request on your behalf from your Head of Department or School Manager to IT Services Service Desk (servicedesk@liverpool.ac.uk). You will receive a warning email from IT Services one month before your access is due to end and you should request an extension immediately or you may lose your computing access. You do not need to complete another application form.	

Reason for requiring computing access: (Mandatory)	

Phone number:		**Postal address:** (Fill this in if you would like your account details posted to your home or another address. If left blank, we will email details to the email address you have provided.)	
Email address:			

First choice login username:								**Second choice login username:**							

The username you choose **must be 3 to 8 characters long,** use letters and/or numbers, but **must** start with at least one letter. Your Username should sound professional in order to protect the University reputation.

Do you require your email address to be listed in the main University Outlook Global Address List (GAL)? If you are in the list, your address can be easily found by other University email users. **NOTE: IF YOU WANT TO USE THE MICROSOFT OUTLOOK DESKTOP CLIENT ON THE MWS, YOUR EMAIL ADDRESS MUST BE LISTED ON THE GAL.** Webmail can be used whether there is an entry in the GAL or not. **Please tick your preference.**	**YES**	
	NO	

IMPORTANT NOTE: Computing registration will lapse if you leave the University or if you request the termination of your registration. Account and contents will be deleted in accordance with the University Retention Schedule. Account contents are not retained indefinitely.

Compliance with the IT Acceptable Use Policy is a condition of use for access to the University IT facilities and services. Before signing this form, please read the IT Acceptable Use Policy (AUP) at http://www.liverpool.ac.uk/it/regulations .

Signature of applicant:		**Date:**	

PLEASE ENSURE THAT YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER COMPLETES AND SIGNS THE OTHER SIDE OR PAGE OF THIS FORM.
Then please scan us a copy of the original signed form. Email to servicedesk@liverpool.ac.uk.
We will email you the details of your account (unless you specify a postal address above). **PLEASE ALLOW 3 DAYS FOR PROCESSING.**

<table>
<tr><td colspan="3">THIS SECTION TO BE COMPLETED BY YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER</td></tr>
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This request MUST be supported by a statement from the Head of the University Department or the School Manager of the School in which you are working and then authorised by a Senior Manager of IT Services. We cannot process this request without a signed statement below from your Head of Department or School Manager.

IT account use must comply with the IT Acceptable Use Policy at http://www.liverpool.ac.uk/it/regulations .

(This statement replaces the request letter which was previously required by IT Services)

Name of Head of Department or School Manager: (BLOCK CAPITALS)	
MWS username OR Staff ID number of Head of Department or School Manager:	
***Date applicant requires access until (Leave date):**	

***IMPORTANT NOTE ABOUT LEAVE DATE:**
Please enter an accurate leave date, as open and unused accounts are a security risk. Please note that computing access for the applicant MUST be renewed every 12 months by way of an email request from yourself (as Head of Department or School Manager) to IT Services Service Desk (servicedesk@liverpool.ac.uk). The applicant will receive a warning email from IT Services one month before their access is due to end. The applicant will not need to complete another application form to renew access but may contact you to request a supporting email.

Please note, if the applicant is under 18 years of age, the Head of Department has a responsibility to comply with the University Policy on the Safeguarding of Children, Young People and Vulnerable Adults and complete a suitable risk assessment (Appendix 9).

Please give more details below of why computing access is required by the applicant:

Signature of Head of Department or School Manager:		**Date:**	

For IT Services Use Only		EX	
Authorised by:		Date:	
Reason for Authorisation:		**END DATE:**	
USERNAME:		**MWS/E-MAIL PASSWORD:** (Passwords no longer expire and can be kept as long as you want – change your password at **http://www.liverpool.ac.uk/it**	

IMPORTANT - Please visit the following web page and set a "Secret Question and Answer" which will assist the Service Desk to verify your identity if you forget your password in the future: **http://www.liverpool.ac.uk/mwssecretquestion**

MAILNAME:		See the Fundamentals Booklet for information on IT Services (also online at **https://www.liverpool.ac.uk/it/fundamentals/**)

Initials:		Date:		Details emailed ☐ or posted ☐ to applicant (tick)