|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Miscellaneous Account Registration Form | |  | | |
| * This form should be completed in support of a miscellaneous account request * Please see overleaf for conditions of use and list of appropriate categories * The completed form should be sent to the IT Service Desk at [itservicedesk@surrey.ac.uk](mailto:itservicedesk@surrey.ac.uk) | | | | |
|  | | | | |
| Section 1: Account Details | | | | |
| Title (e.g. Mr/Mrs/Ms) |  | | | |
| First Name |  | | | |
| Surname |  | | | |
| Department |  | | | |
| Telephone Extension Number |  | | | |
| Email Address |  | | | |
| Description & Category (see table below) |  | | | |
| Date of Birth (DD/MM/YYYY) |  | | | |
| University Contact Email Address |  | | | |
| Account expiry date  (maximum of 1 year or up to 3 years for visiting appointments) |  | | | |
| Email address requested | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@surrey.ac.uk  **(**[**initial.surname@surrey.ac.uk**](mailto:initial.surname@surrey.ac.uk) **if available for Staff and Research Postgraduates only)** | | | |
| Reason for request  (if this is a continuation of an existing account please state here and give the existing username) |  | | | |
|  | | | | |
| Section 2: University Authorisation See overleaf for authorisation requirements | | | | |
| Full Name |  | | **Telephone Number** |  |
| I confirm that the details given in Section 1 are correct and the reason for requesting access to IT Services facilities is genuine. | | | | |
| Signature |  | | **Date** |  |
|  |  | | | |
| Section 3: For IT Services use only | | | | |
| Username |  | | **User Category** |  |
| Misc Number |  | |  |  |
|  | | | | |

IT Services

# Description and Category:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description & Category** | **Filestore** | **Email** | **Global Address**  **Book (Email)** | **Examples** |
| Real Person **P1** | Yes | Yes | Yes | Long-term Visiting Staff |
| Simulated Person **P2** | Yes | Yes | Yes | Training or Testing Account |
| System Account **N1** | No | No | No | System Administration |
| Mailbox **N2** | No | Yes | Yes | Section Mailbox or USSU Club |

# Guidelines for Miscellaneous Accounts

Miscellaneous accounts are set up where a user is **NOT** one of the following:

* Student
* Staff
* Short term visitor

These accounts will only be created following a strict policy regarding the criteria to decide whether an account may or may not be created. See the end of this section for the rules to be applied in creating a Miscellaneous Account. The creation and maintenance of a Miscellaneous IT Account is a manual process with full details of the user of the account being directly entered into the central IT Registration System.

This registration will provide the following functionality:

* An IT username
* An email account will be enabled (including a 50 GB quota of space for Email)
* Central filestore will be allocated (including a 1 GB quota of space for data storage)
* SAM (University Database) registration can be optionally granted
* Access can be granted to corporate applications if required

A miscellaneous account may not be used by different people over time and if not renewed will be disabled one year after the account is generated. Miscellaneous accounts created in line with a visiting appointment can have an end date of up to three years.   
  
Creation of Miscellaneous accounts   
  
Miscellaneous accounts may be created for the following purposes:

**1.** Accounts to support a section mailbox for Departments or USSU Societies

**2.** Accounts for ex-members of staff who on leaving the University need temporary access to specific functionality.

* A requirement for email is not considered a valid reason for allocation of an account.
* The Dean of Faculty, Faculty Manager, Faculty HR Manager, Faculty IT Manager, Faculty Registrar or Head of University Administrative Unit must authorise.
* The functionality needed must be identified
* A true account termination date must be entered

**3.** A person undertaking work on behalf of the University

* The Dean of Faculty, Faculty Manager, Faculty HR Manager, Faculty IT Manager, Faculty Registrar or Head of University Administrative Unit must authorise.
* A true account termination date must be entered

**4.** A non-Surrey student given temporary access to IT Services facilities

* Needs High Level Authorisation
* A true account termination date must be entered

**5.** Students Union

**6.** A student who is not registered on corporate systems

* Needs High Level Authorisation

**7.** Testing or training accounts

* Faculty IT Manager