Application for UQ Staff Access

Complete this application to request a new service or change to your existing service.

IMPORTANT: All UQ staff members, including some visiting staff and postgraduate students, are automatically provided with a free Internet service, which is set up routinely through information received from HR systems.

1. APPLICANT DETAILS

Title		**Preferred Name**	**Account End Date**
Legal First Name			**Organisational Unit**
Legal Last Name			**Contractor Business Name**
Date of Birth			**Contractor Contact Information**
Email			
UQ Employee/ Student Number			**Additional Information**
Telephone (Business hours)			

2. SELECT THE SERVICE REQUIRED

Please tick one box only:

☐ I wish to request a new Staff Internet account^

☐ I wish to request a change to my existing service

If modifying access:

Existing UQ username

Please indicate the required change/s:

☐ Change the UQ organisational unit to be billed for my service

☐ Cancel my account – *Proceed to section 5*

☐ Upgrade / downgrade my service

^Staff Internet accounts are free of charge

3. NEW ACCOUNT EMAIL ADDRESS PREFERENCES

Preferred name is used for email addresses, complete only if you need an alternate email address.

@uq.edu.au

4. TERMS AND CONDITIONS

The information I have provided is accurate to the best of my knowledge. By signing below, I confirm I have read and agree to The University of Queensland's Terms and Conditions for provision of Internet Services. ITS advises that clients should visit this web page http://its.uq.edu.au/terms on a regular basis to check for new versions of these terms and conditions which will apply upon posting to the web page.

- I am over 18 years of age.
- I agree to the information I have provided being used by ITS so as to provide me with the service I have applied for.

Signature	Date

5. AUTHORISATION

This section must be completed and signed by a department manager or an authorised delegate. I agree that this applicant is entitled to use University network facilities and the UQ Organisational Unit/University Network, noted below will bear all costs of this account. Associated fees will be debited from your UniFi account number. It is your responsibility to keep ITS informed of any changes to these details.

Full name and position of department manager/authorised delegate	
Organisational Unit/University Network to be billed	
Signature	Date

SUBMIT COMPLETED APPLICATION VIA THE ONLINE FORM

SIGNED FORM SUBMISSIONS

Staff account request online (UQ staff only)

GENERAL ENQUIRIES

Phone (07) 336 56000

Email help@its.uq.edu.au