IT Registration. This form enables the applicant to register with the University and to receive an IT account. Account details will normally be sent to your School, Research Institute or Directorate.

Section A - all applicants  (Please use BLOCK CAPITALS)

Surname/Family name:

Forenames/Given names:

School/Institute/Directorate/etc:

Phone:

If already registered as a Keele student please state email address:

Date IT access required from: End date:

Declaration: In registering to use the IT facilities at Keele you are agreeing to abide by the I.T. Conditions of Use, For further information: http://www.keele.ac.uk/depts/cc/docs/ITConditions.pdf

Signature: Date:

Keele salaried staff should leave Section B blank and send this form to:
IT Services, Finance & IT, Library, Keele University, Keele, Staffordshire, ST5 5BG

Other applicants must complete Section B

Section B  (Please use BLOCK CAPITALS)

Role at Keele:

Contact address:

Postcode: Phone:

The following section must be completed by a Senior Administrator

Name (please print):

Signature: Date:

School: Position/role:

Type of account required, please select one of the options below; Position/role:

IT Account (ITS) email address and Keele network access

e:Vision (EV) IT account plus access to e-vision

NHS IT account plus access to the NHS online course booking system

Where accounts are required for two weeks or less please send this form to:
IT Services, Finance & IT, The Library, Keele University, Keele, Staffordshire, ST5 5BG

In all other cases, please apply 14 days prior to the account being required. On completion please send this form to: Human Resources, Keele University, Keele, Staffordshire, ST5 5BG

Office use only:

URN

HR completed by: Date passed to IT:

IT Account created date: Account Number: