

Linguistics Department Users Application Form for Novell and GroupWise

Please complete section A to E (in section E please read and sign)

Section A – Novell User Account Information

Please place an “x” in the appropriate box below:

Full user Account (Novell AND email account) Email Account (only)

Section B – Applicant’s Details

Surname: _____

First Names: _____

Staff No.: _____ Position/Title: _____

Or Student No. (PhD Only) _____

Home Phone No.: _____ Office Location: _____ Ext No.: _____

Applicant’s Signature: _____ Date: _____

Section C – Applicant’s Supervisor Authorisation

Supervisor (or Head of Department) Name: _____

Position/Title: _____ Phone No.: _____

Supervisor’s Signature _____ Date: _____

Section D – Distribution lists for this applicant

Please refer to **Collette Ryan**, phone x8774 office C5A 521

Please place “x” in the appropriate list

Ling_Staff Ling_CasualStaff Ling_General

Ling_Academic Ling_Research

Account Expiry Date: _____

Section E – Conditions of Use (to be read, signed and dated by Applicant)

I understand and agree to the following Conditions of Use:

- Use only those IT facilities for which I have been authorised.
- IT facilities must not be wasted or consumed by inappropriate or irresponsible use.
- Any user account allocated to me is for my exclusive use. I will not allow another person to use it.
- I must not attempt to tamper with any IT facility in any way that might alter or impede use by others.
- I must not harass others, including using computing facilities to send obscene, abusive, fraudulent, threatening or unnecessary repetitive messages.
- I will take every reasonable precaution to ensure that passwords, user accounts and data are adequately secured.

I (the undersigned) agree to the above Conditions of Use.

Signed: _____ Date: _____

Security Policy and Rules governing the use of computing/communications facilities at Macquarie University are located at <http://www.ois.mq.edu.au/policy/mqrules.html>

Section F – For Computing Officer uses only

User Account provided: _____

Password: _____

Created by: _____

Sign: _____ Date created: _____