

Application for UQ Organisational Unit Staff Internet Access

Complete this application to request a new service or a 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 Aurion. This service includes email, national dial-up access, 20MB disk space, 25Gb additional mail quota, virtual private network access (VPN), a static IP address and on-campus wireless access. If you have not received this service already, you may be eligible to apply using this application. For further information about your employment status, please speak with your HR officer.

1. APPLICANT DETAILS

Title	Preferred Name	Account End Date
First Name	Organisational Unit	
Last Name	Contractor Info	
Date of Birth	Employment Status – Please tick one box only	
Employee/Student Number	<input type="checkbox"/> Staff <input type="checkbox"/> Casual Staff <input type="checkbox"/> Visiting Staff	
Telephone (Business hours)	<input type="checkbox"/> Associate Staff <input type="checkbox"/> Postgraduate Student	

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 and my

UQ Sign in is: _____

^Staff Internet accounts are free of charge

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 – *Proceed to section 3*

3. SELECT ANY ADD-ON PRODUCTS REQUIRED

Product	Quantity	Cost*
<input type="checkbox"/> 100MB Additional Disk Space		\$2.20 / 100MB

*Prices quoted are per one month period or part thereof and exclude GST.

4. EMAIL ADDRESS PREFERENCES

If you have requested a new service, please also provide two email address preferences below:

1st Preference

2nd Preference

5. YOUR AGREEMENT

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.

6. AUTHORISATION

This section must be completed and signed by the Head of Department or his/her 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 head/authorised delegate

Organisational Unit/University Network to be billed

Signature

Date

7. PAYMENT (Only applicable for additional disk space)

Opal Unit	Site	Fund	Function	Account	Project (If applicable)	FFT
<input type="text" value="____"/>	<input type="text" value="____"/>	<input type="text" value="____"/>	<input type="text" value="____"/>	<input type="text" value="____"/>	<input type="text" value="____"/>	<input type="text" value="____"/>

SUBMIT COMPLETED APPLICATION WITH PAYMENT

IN PERSON

Monday to Friday, 8:30am – 4:30pm
 ITS Client Services
 Level 2
 Prentice Building No. 42
 The University of Queensland
 St Lucia campus

FAX (07) 334 66838

MAIL
 ITS Client Services
 Level 2
 Prentice Building No. 42
 The University of Queensland
 Brisbane QLD, 4072

GENERAL ENQUIRIES

Phone (07) 336 56000 Email accounts@its.uq.edu.au

OFFICE USE ONLY

Processed by: _____ Date: _____

Client ID: _____ Inv #: _____