

Information Technology Services
Access to VUW Student System

Nov10

Please complete this form to allocate access to the VUW Student System
The VUW Staff member responsible for allocating this access should keep this signed form on file.

This section to be completed by the person requiring access:

Full Name:
NZ Address:
Phone:
Home University/Organisation:

In signing this form you agree to abide by all VUW statutes and policies in place, and issued from time to time. It is important that you read and understand the University's Information Systems Statute, available from <http://www.victoria.ac.nz/home/about/policy/its.aspx> and the Student Conduct Statute available from <http://www.victoria.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf>
VUW may monitor the activities of the User and inspect files and other user information for the purpose of ensuring that the provisions of these statutes and any approved policies are being met.
Your computer must be adequately protected against viruses and other security threats. If VUW has any reason to consider your computer a risk to VUW security, your access will be immediately disabled.

Visitor's Signature: _____ Date: _____

This section should be completed by the VUW Staff member requesting and responsible for the visitor's access:

Full Name:	Phone (work ext):
Job Title:	
VUW Sponsoring Organisation:	
Purpose of Access:	
Duration of Access: From (date)	To (date)

A logon on the VUW Student Domain (without email) will be allocated to the visitor.
PLEASE NOTE: As the administrator of the student account, you are responsible for ensuring the password is changed after each individual user has finished using the account.

VUW Staff member's Signature: _____ Date: _____

Administration Use Only	
Student Logon allocated _____	Password: _____
Logon and Password Supplied to user <input type="checkbox"/>	Date: _____
Password reset by: _____	Date: _____