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| **Generic Account Request Form v1.4**  **IT at UNSW** | | | | | UNSW logo | | |
| **INSTRUCTIONS**  **Notes: Please read before submitting this application**  By requesting this service, you become the DESIGNATED OWNER of this service, and are responsible for the following:   * All activities conducted under this service; * Ensuring all users are informed of, and agree to abide by, the “Acceptable Use of UNSW IT Resources “Policy; * Ensuring that adequate user records are kept, such that individual users may be identified if necessary. * Acceptance and management of the risks associated with the use of generic accounts.   The following account settings will apply to ALL generic accounts   * Generic Accounts have a 12-month maximum lifespan. While they can be then renewed for further 12-month periods, each renewal will require a new application form to be completed. * Generic accounts will abide by the standard UNSW password policies * Generic accounts will have their passwords expire every 6 months * Generic account passwords cannot be changed by the user. To change the password a request to service desk needs to be raised.   This form is used for requesting generic accounts in the Enterprise Active Directory.  Review the “Active Directory - Generic User Standards” document for a clear understanding of how generic accounts are provisioned and used.  Parts A, B and C must be fully completed.   * Part A identifies who is requesting these accounts. * Part B is a signoff from the manager. * Part C contains the Service Request Number.   **IMPORTANT: This form must contain the Service Request Number. Service request can be generated by the requestor or via the Service Desk. The service request number must be entered into Part C**  Once Parts A, B and C have been completed, this form should be **emailed to** [**itservicecentre@unsw.edu.au**](mailto:itservicecentre@unsw.edu.au)by the same manager identified in Part B. **The SR number should be in the subject line of the email and then attached to the service request.** | | | | | | | |
| **PART A** | | **Support Staff Requesting Generic account** | | | | | |
| **ID Owner Details** | | | | | | | |
| Title | Family Name | | | | First Name | | zPass ID |
| Email | | | | | Phone (w) | | |
| Faculty/Division | | | | | School/Unit/ | | |
| Position | | | | | | | |
| **Generic Account Details** | | | | | | | |
| **New Account** | | | | **Modify Existing Account** | | | |
| Date required (dd/mm/yy) | | | | Account expiry (dd/mm/yy) | | | |
| ADUNSW | | | ADTEST | | | ADDEV01 | |
| **Specify OU where accounts will be created:** OneUNSW/ | | | | | | | |
| **List accounts required:** | | | | | | | |
| Account Name: | | | | Description:       Mail enabled? | | | |
| **Reason for request:**  (if you require the account to be mail enabled please provide extra justifications for this) | | | | | | | |
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| **Part B** | **Manager Approval** | |
| I certify that the above details are correct and the requested access is required for the above requestor to perform their role | | |
| Manager Name: | | |
| Manager Position: | | |
| Phone: | | Email: |

|  |  |
| --- | --- |
| **Part C** | **Service Request Details** |
| Service Request Number: | |

***A brief summary of the Acceptable Use of IT Resources policy is set out below for quick reference:***

(Note: you are agreeing to the full policy and NOT just this summary)

***By accessing and using the IT resources provided by UNSW, you are agreeing to abide by the “Acceptable Use of UNSW IT***

***Resources” policy, and the “UNSW IT Security” Policy. The full text of these policies and accompanying procedure documents may be found at:***

[**http://www.its.unsw.edu.au/policies/policies\_home.html**](http://www.its.unsw.edu.au/policies/policies_home.html)

* Access to the University’s IT resources is made available for teaching, research and administrative purposes, and other specifically authorised activities.
* Use of the resources must be ethical, legal and responsible at all times, including limited incidental personal use.
* The University reserves the right to limit access to its networks through University-owned or other computers and to remove or limit access to material and resources stored on University-owned computers (or accessed via the internet from within the University network).

***As a user of these resources, you are subject to the following conditions:***

* ***Respect for Intellectual Property and Copyright:*** You agree to respect the copyright and intellectual property rights of others.
* ***Legal and Ethical Use of IT Resources:*** Use of the University's IT resources is subject to the full range of State and Federal legislation, as well as current UNSW policies. You must ensure that your use of University IT resources is legal and ethical at all times.
* ***Security and Privacy:*** UNSW employs various measures to protect the security and privacy of its IT resources and user accounts, as described in the Policy document. While UNSW does not routinely inspect files, it reserves the right to inspect material on its IT resources when investigating a breach or when required by formal legal disclosure requests.
* ***You agree to protect UNSW IT systems, information and accounts by:*** using your access only as authorised; keeping your account details confidential; keeping virus protection and operating system/security patches up to date; using only authorised and licensed software programs and; promptly reporting any breach in system or network security to your manager
* **The owner of the generic account is NOT to disclose the User ID/Password of that generic account**. Hence the owner would need to login using the generic account on behalf of a casual user.
* ***Business Risk based controls:*** Information Owners and System Owners will be responsible for the assessment and implementation of risk management controls over the University information and systems, for which they have ownership responsibility.

Start

**Part A**

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Enter Requestor Details

Attach form to Service request

**.**

**.**

Read Instruction on first

page of the form

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**.**

**.**

**.**

Select new or or modification

of existing account

.

Select Active Directory

Domain that user account will

be created in

.

Select Date required and

Expiry date if required

.

Specify OU where the

accounts will e created

List accounts to be created

**Part B**

.

Obtain Management

approval

**Part C**

**.**

Raise Service Request

Review and understand the

“Active Directory

–

Generic

User Standards

-

document

before proceeding any

further