This form needs to be completed by the user and authorised by the Project Leader or a nominated person. The user will have to collect their account credentials from an MSD IT office or the credentials will be sent to the Project Leader in a sealed envelope. This form can be used for requesting a new user account, disabling an account if a user leaves or for a user name change.

The form should be completed and presented to MSD IT in person, or forwarded by post, by fax or by scanning and emailing to ‘itsystems@medsci.ox.ac.uk’.

User Details

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Title (Mr, Mrs, Ms, Prof, Dr)**  |  |
| **Middle Initial(s)** |  |
| **Job Title** |  |
| **University Card Number** |  |
| **University Status (printed at top of the card)** |  |
| **Card Expiry Date** |  |
| **University Department** |  |
| **State which Drive / Folder access is required**  |  |

Contact Details

**(Please enter an email address or phone number so that we can contact you if we need any further information or for when your account credentials are sent out).**

|  |  |
| --- | --- |
| **Telephone Number** |  |
| **University email address** |  |

Nature of Account Request (tick):

|  |  |  |  |
| --- | --- | --- | --- |
| **New User** |  | **User Name Change** |  |
| **Deactivate Account** |  |  |  |

Data Protection

|  |  |
| --- | --- |
| **Are you, the user intending to store any personal data as specified by the General Data Protection Regulation 2016/679 on MSD IT systems? (circle as appropriate)** | **Yes****No** |

Agreement

(The user must agree to following rules and regulations).

|  |  |
| --- | --- |
| **By ticking the following box the user is indicating they are aware of their responsibilities with respect to the following:****The user agrees to abide by the rules of Oxford University. The user understands that this includes their responsibility to act in accordance with the requirements of the Data Protection Act 2018, the UK General Data Protection Regulation, the Eduserv CHEST Code of Conduct and the JANET Acceptable Use Policy.** **The user accepts the University Disclaimer of Liability.** |  |

User Signature

|  |
| --- |
| **Print Name: Signed: Date:** |

Account Approval by Project Leader or nominated Authorised Person

(The person approving this request will be contacted for confirmation before the user account credentials are given in person to the user, or sent to the Project Leader in a sealed envelope).

|  |  |
| --- | --- |
| **Account Authorised by (print name):** |  |
| **Account Authorised by (signature):** |  |
| **Date:** |  |

User Account Created by MSD IT:

|  |  |
| --- | --- |
| **Username and OU:** |  |
| **Manager:**  |  |
| **MSD IT admin name:** | **Signature:** |
| **Date:**  |  |