IT and General Affairs Department:

<< Computer Account Request Form >>

1. **When to use this form** – This form is used when a new staff requires computer & internet access login account.
2. **How to use this form** – The staff must complete and lodge this form with the IT & General Affairs Department after inductions.
3. The staff understands and acknowledges the terms and conditions of using the computer equipment and internet access, as set out in the "Terms of Use of the Computer Equipment & Internet Access" section of this form.
4. Royal Brisbane Institute of Technology reserve the right to change any user policy and usage of internet and intranet account.
5. Applicant is not allowed to lock the computers. Any finding locked computer will be un-lock by administrator and the administrators are taking NO RESPONSIBILITY to the lost work.
6. Policies are subject to change without any notice.

Applicant Details			
ID Number	<<student's ID>>	*Applicant's Signature*	
Applicant's Name	<< Student's Name>>		
Department	<<Course>>	Starting Date: / /	Finish Date: / /
Address	<<Student's address>>	Contact Name:	
		Emergency contact No.	

(Office use only)

Procedure Check List	Department	Assessment	
		Reminder	**Completion**
Application form information corrected	IT - Department	Yes / No	/ /2016
E-mail Account	IT - Department	Yes / No	/ / 2016
Login ID	IT - Department	Yes / No	/ / 2016
Personal Folder	IT - Department	Yes / No	/ / 2016
Expired Date	IT - Department	Yes / No	/ / 2016
Received by staff	IT - Department	Mail / In person	/ / 2016

Certified Department

IT Department			
Date			

Royal Brisbane Institute of Technology

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