



# Unikey / EMail Account Application

## ACCOUNT INFORMATION: *(Please Print)*

Title (Mr/Mrs/Ms/Dr/Prof) \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Staff Number \_\_\_\_\_

Student Number \_\_\_\_\_

Department \_\_\_\_\_

Building Code \_\_\_\_\_ Room Number \_\_\_\_\_

Telephone extension \_\_\_\_\_

UNIKEY ID \_\_\_\_\_

Date of Birth \_\_\_\_\_

*(Mandatory if Unikey not filled)*

Expiry Date: \_\_\_\_\_

*(Mandatory if Casual / Contract etc)*

<b>Classification:</b>	<b>Academic</b> <input type="checkbox"/>	<b>Tutor</b> <input type="checkbox"/>	<b>Postgraduate</b> <input type="checkbox"/>	<b>General</b> <input type="checkbox"/>
	<b>Other</b> (please specify) _____			

Contact Email / Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **For Postgraduate Students Only:** *(Your Supervisor must complete the following section)*

This is to certify that the above person is a postgraduate student whom I am supervising and that they require access to Arts' computer systems.	
<b>Student's Degree</b>	_____
<b>Supervisor's Name</b>	_____
<b>Supervisor's</b>	_____
<b>Signature</b>	_____
<b>Date</b>	_____

## Office Use Only:

<b>Date Received</b>	_____	<b>ICT #</b>	_____
<b>Entered By</b>	_____		
<b>Email address:</b>	_____		
<b>Sync with Arts Server</b>	<input type="checkbox"/>	<b>VPN</b>	<input type="checkbox"/>
		<b>WEB</b>	<input type="checkbox"/>
		<b>artssophi</b>	<input type="checkbox"/>