

V1 - 2020/21 (PARTNER)

Application for a 3 Year IT Account / Campus Card

This form is to request IT and Campus card access for employees UEA Partner Organisations who have a specific data sharing agreement with UEA. IT Accounts can be requested for a period of more than 28 days and up to a maximum of 3 years.



Employees of UEASU
Employees of INTO Norwich
Employees of University Medical Practice



Internships*
Students / learners
Anyone who does not work for a UEA partner organisation

*In these cases applicants are setup on HR/Payroll system - and will automatically receive an IT account. Please contact the IT Service Desk for help.

PART 1 – Applicant's Right to Work in the UK - Home Office Requirements

Is the applicant a registered national of an EU member state/country?

EU/EEA/CH

If you are not a registered national of an EU member state or country, or a British National/UK Citizen, then we may need to establish your right to work or study in the UK. This may not affect this application initially, and we will share information with the HR Division or Student Visa Compliance Team to check your status.

Yes No

If NO then please provide a copy of your passport photo page and any relevant visa with this form.

PART 2 – Services being requested (Please select ONE of the following options)

IT Account

(IT account, email address, and access to the online version of Microsoft 365)

Any person who is working for a UEA Partner Organisation, and will not be based on campus

Independent Contractor

Any person who is independent from, but working with UEA and will be based on campus using their own IT Hardware or Device

Any person who is independent from, but working with UEA and will be based on campus using their own IT Hardware or Device

IT Account campus card with Librar borrowing icroso t A Licence or indows ice

all o the above plus a chargeable licence to install the desktop version o icroso t on a UEA or ac device

Any person who is independent from, but working with the UEA and will be based on campus using a UEA supplied Desktop or Laptop

Please check if the individual has a paid licence from another organisation to avoid the possibility of duplicate/double licencing.

How we use your information

The General Data Protection Regulation (GDPR) came into force on 25 May 2018

For details on how we process and store the information on this form please visit our website at:

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies>

Please continue to page 2 >>>>

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PART 3 – Applicant details (Please complete ALL fields in BLOCK CAPITALS)

Title:			
First Name:			
Family Name:			
Date of birth:		Gender:	
School/Dept:			
Role:			
Relationship to UEA:			
Start date:		End date (max 36 months):	
Home address:			
Postcode:			
Email address:	[Please provide a non-UEA email address if possible]		
Phone number:			

I confirm that I have read and agree to abide by the [UEA Conditions of Computer Use](#) and the [Library rules](#)

Signature:	[Hand written or electronic signatures only]	Date:	
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PART 4 – Application sign off by an authorised signatory for UEASU / INTO / UMS

In signing this application, you are agreeing that...

- You are sponsoring this individual, and are authorising that they have a legitimate business need to access UEA resources.
- You are obliged to inform the IT Service Desk if the applicant's role changes during the period of access requested.
- If applications are found to have false/inaccurate details, then ITCS reserves the right to delete the user's access, and revoke the authorisation privileges of the signatory.

Please provide a full description of the role the individual will perform for UEA:

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Name:	
Job Title:	
Signature:	
Date:	

How to submit your application:

Once Parts 1-4 have been fully completed, please scan and email this form to it.servicedesk@uea.ac.uk
Please only attach one form to each email. Alternatively, you can post this form to:

UEA IT Service Desk, The Library, University of East Anglia, Norwich NR4 7TJ

Requests will be processed in the order they are received, and accounts require an overnight process to complete.
We expect to process forms within 10 working days of their arrival.