

Application for temporary IT Account / Campus Card

This form is to request IT access for visitors linked to, or visiting the UEA, in an academic or business capacity for a period of more than 28 days and up to a maximum of 1 year.



Guest lecturers
People visiting UEA in an academic capacity
Staff employed by recruitment agency
External examiners



Associate Tutors between contracts*
New staff needing early access to IT accounts*
Honorary staff*
Internships*
Students / learners

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

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

Is the requestor currently employed by one of the following UEA Partner Organisations? (Student Union, INTO, or University Medical Practice)

Yes No

Is the applicant a registered national of an EU member state/country or a British National/UK Citizen?

Yes No

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.

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

IF YOU HAVE ANSWERED YES TO THE FIRST QUESTION - PLEASE COMPLETE THE V1 PARTNER FORM INSTEAD

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

Virtual Learning Environment (Blackboard Only)
(provides an IT logon for Blackboard, but no email account, no eduroam Wi-Fi, or any other additional services)
Any person not employed at UEA but requires access to Blackboard to collaborate on UEA projects / courses.

IT Account
(IT account, email address, Blackboard, and access to the online only version of Microsoft 365)
Any person who is independent from, but working with UEA and will not be based on campus

IT Account & Campus card with Library borrowing
(all of the above plus a Campus card with Library borrowing, Wi-Fi, and the free online only A1 version of Microsoft365)
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 Library borrowing + Microsoft A3 Licence for Windows & Office
(all of the above plus a chargeable licence to install the desktop version of Microsoft365 on a UEA PC or Mac 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>

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

New or Renewal?	If you have had an account with us before, please supply your username (eg abc20xyz) :	
Title:		
First Name:		
Family Name:		
Date of birth:		Gender:
School/Dept:		
Role:		
Relationship to UEA:		
Paid by UEA payroll?	YES / NO (delete as applicable)	
Start date:		End date (max 12 months):
Home address:		
Postcode:		
Non UEA email address:		
Phone number:		

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

Signature: Date:

When completed – please pass this form to your School’s Authorised Signatory or main point of contact for completion of Part 4.

PART 4 – Application sign off by an authorised signatory on behalf of UEA

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 named in Part 3 will perform for UEA:
(This question must be completed for all applications)

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.**