

Form

**OSA  
02****Online Services Access for  
Contractors, Affiliated Organisations  
& Visiting Academics****UNSW IT****Section 1 - Application Category\****Who is this application for?\** (please select one)

Contractor

Affiliated Organisation

Visiting Academic

**IMPORTANT: Fields with a dashed outline are mandatory. Forms with missing fields will not be processed***Visiting Academic - maximum period of 3 months (no extensions)**Contractor/Affiliated Organisation - only valid for a maximum period of 12 months per request***Section 2 - Applicant's Details\***

<b>Title*</b>	<b>First Name/s*</b>	<b>Family Name*</b>	<b>Gender*</b>
<b>UNSW ID Number (if known)*</b>	<b>Date of Birth /66!/? ? !Kkkkff</b>	<b>Personal email address</b>	
<b>Employment/Engagement Start Date*</b>	<b>Employment/Engagement End Date (if known)</b>	<b>Review Date (if known)</b>	
<b>Job Title</b>	<b>Organisation</b>	<b>Dept/Unit*</b>	

**Section 3 - Applicant's Contact Information\*****Telephone and Fax Numbers\***To ensure your details are listed on the UNSW Online Directory, please go to [www.my.unsw.edu.au](http://www.my.unsw.edu.au) and update your Personal Details.

You may use a number for a Personal Assistant, office reception, admin person etc.

<b>1st Contact Number*</b>	<b>2nd Contact Number / Mobile Number</b>	<b>Fax Number</b>
<b>Office Location - Room Number &amp; Floor</b>	<b>Building Name</b>	<b>Campus</b>

**Preferred UNSW email address and email forwarding**You can setup your own preferred email address and email forwarding after your UNSW online account is created by logging onto IDM self service website <[www.idm.unsw.edu.au](http://www.idm.unsw.edu.au)>. View instructions at <[www.it.unsw.edu.au/staff/email/address.html](http://www.it.unsw.edu.au/staff/email/address.html)>**Section 4 - To be completed by UNSW Department Head or Unit Manager (Mandatory)\***

The above applicant is (please tick the item related to the applicant's role) :

- A Visiting Academic with my school/faculty and will be resident at UNSW for the period of time specified.
- Employed/Engaged as (other than a casual) by my budget unit from UNSW or grant funds and is supervised by UNSW staff.
- Employed by a closely associated organisation and undertakes work under the supervision of UNSW staff within my budget unit.

Please note the below can only be signed by the Department Head or Unit Manager, not a Personal Assistant.

<b>Head of School or Unit Manager - Name* (please print)</b>	<b>Position*</b>	<b>Staff ID*</b>
<b>Head of School or Unit Manager - Signature*</b>	<b>Date*</b>	<b>Contact Number</b>

**Section 5 - Applicant's agreement to Terms of Use - UNSW ICT Resources**

I certify that the above details are correct and agree to abide by the UNSW ICT Resources Terms and Conditions (overleaf) for access to all Online Services as provided by UNSW IT, including the use of UNSW email on personally owned mobile services.

**Applicant's Signature and acceptance of Terms of Use****Applicant's Name (please print)****Date**

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It is the Approver's responsibility to ensure that, upon commencement, the Applicant has signed the above and is aware of and will abide by the Terms and Conditions of Use

<b>Office Use</b>	Date Processed	Processed by	Z Account ID	UniPass&Email Issued	Status (Rejected/Processed)	Version 6.1
						Date: 26/09/2014

**Terms and Conditions of Use - UNSW ICT Resources**  
(please detach from application form and keep for reference)

**By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the "Acceptable Use of UNSW ICT Resources" policy. The full text of this policy and its accompanying procedures document may be found at: [www.gs.unsw.edu.au/policy/ictprocedure.html](http://www.gs.unsw.edu.au/policy/ictprocedure.html)**

**These conditions cover use of all UNSW information and communication technologies such as:**

- The University network (including wireless access)
- Desktop and laptop computers
- PDAs
- Software and peripherals
- Telephone equipment (including mobile phones)
- **Personally-owned** equipment when it is connected to the University network.

**A brief summary of the policy is set out below for quick reference:**

(but remember you are agreeing to the full policy and NOT just this summary)

- Access to the University's ICT resources is made available for teaching, research and administrative purposes, and other specifically authorised activities.
- Use of the resources must be ethical, legal and responsible at all times, including limited incidental personal use.
- The University reserves the right to limit access to its networks through University-owned or other computers and to remove or limit access to material and resources stored on University-owned computers (or accessed via the internet from within the University network).

**As a user of these resources, you are subject to the following conditions:**

**Respect for Intellectual Property and Copyright:** You agree to respect the copyright and intellectual property rights of others.

**Legal and Ethical Use of ICT Resources:** Use of the University's ICT resources is subject to the full range of State and Federal legislation, as well as current UNSW policies. You must ensure that your use of University ICT resources is legal and ethical at all times.

**Security and Privacy:** UNSW employs various measures to protect the security and privacy of its ICT resources and user accounts, as described in the Policy document. While UNSW does not routinely inspect files, it reserves the right to inspect material on its ICT resources when investigating a breach or when required by formal legal disclosure requests.

**You agree to protect UNSW ICT systems, information and accounts by:** using your access only as authorised; keeping your account details confidential; keeping virus protection and operating system/security patches up to date; using only authorised and licensed software programs and; promptly reporting any breach in system or network security to your system administrator.

**Access to UNSW Email Services Via Personally-Owned Mobile Devices:** By Accessing your UNSW email on a personally owned Mobile service you may notice increased data charges from your phone provider. These charges may be substantial if you exceed your data allotment or use the connection while overseas. By Submitting this document I am aware of the following:

- As owner of the mobile service I am responsible for all costs incurred and payment of bills.
- Support from UNSW is limited to the provision of generic connection information for accessing the IT at UNSW email service.
- That UNSW does not warrant that the device will operate with or connect to UNSW Services or Standard Operating environment PCs, Macs or other devices.

**Examples of inappropriate use include (but are not limited to):**

- Making/using illegal copies of a licensed computer programme;
- Downloading, copying, storing or transmitting copyrighted material such as movies, music, graphics or video files without the express permission of the copyright holder or as permitted by law.
- Using another's login or password, or allowing others to use yours;
- Gaining unauthorised access to systems by any means, including port scans, 'hacking' and use of 'password sniffer' software;
- Using UNSW ICT resources to attack or compromise any other system, whether on or off-campus, including circumventing system security or protection measures.
- Knowingly propagating or installing computer viruses or malicious code;
- Accessing or intercepting others' electronic communications without permission.
- Create/send email under another's name (forgery); create/send/forward: electronic chain letters, unsolicited broadcast emails ("Spam"), obscene, abusive, fraudulent, threatening or repetitive messages;
- Use of ICT resources to harass, threaten, defame, vilify or discriminate against any group or individual;
- Intentional or irresponsible damage of ICT resources, or theft of equipment;
- Excessive personal use of ICT resources (see Section 4.2.3 of Policy document for examples of acceptable personal incidental use);

**Breaches of these Conditions of Use**

Penalties will depend on the type and severity of breach, ranging from a verbal warning and/or loss or restriction of ICT access, to formal University disciplinary action. Misuse of ICT facilities by students may attract financial penalties. Cases of serious, deliberate and/or criminal breach may result in civil or criminal proceedings.

**On having signed and completed the OSA 02 form please return it to the IT Service Centre**

<b>By Internal Mail</b>	<b>By Fax</b>	<b>By Email (Signed and Scanned)</b>	<b>In Person</b>
IT Service Centre	IT Service Centre	IT Service Centre	IT Assistance Counter
Level 14 , Library Stage II	Fax Number: 9385 1537	itservicecentre@unsw.edu.au	Ground Floor, Library Annexe