This form must be **completed in full** (preferably electronically rather than by hand) and **countersigned by the applicant and sponsor** before submission to IT. Guidance on how to submit your completed application can be found on page three.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant details | | | | |
| First name(s) | |  | | Surname |
|  | |  | |  |
| Business email address | |  | | School / Professional Service |
|  | |  | |  |
| Job title | |  | | Mobile number / Office extension |
|  | |  | |  |
| Test account requirements | | | | |
| Preferred account name (see page three) |  | | System(s) you’ll be using | |
| Test- |  | |  | |
| Are you requesting a renewal of your existing account? |  | |
| Yes  No |  | |
| Required functionality | | | | |
|  | | | | |
| Purpose of test account | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| Regulations and consent | | |
| I agree to abide by the University of Dundee’s Regulations and Policies ([www.dundee.ac.uk/governance/policies/](https://www.dundee.ac.uk/governance/policies/)­)  I accept responsibility for requesting a renewal if needed  I accept responsibility for ensuring that IT are notified if early account closure is necessary | | |
| Signature of applicant |  | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Sponsor approval from School / Professional Service | | |
| Sponsor name |  | Sponsor School / Professional Service |
|  |  |  |
| Sponsor job title |  | Sponsor business email address |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Signature of sponsor |  | Date |
|  |  |

|  |  |  |
| --- | --- | --- |
| Authorisation by Assistant Director of IT (SIRC) or delegate | | |
| Authoriser name |  | Job title |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Signature of authoriser |  | Date |
|  |  |

# Guidance notes

## Applications

UoD IT provides a range of computing facilities to the University of Dundee’s students and staff. We maintain a database of authorised names derived from the student records system and HR database to manage access to these facilities.

Test accounts don’t fit the criteria above, but do require access to computing resources. They’re:

1. available to staff who support IT who need access to computing facilities to carry out managed testing
2. targeted at specific systems and give you access for a specified duration
3. approved by your School/Professional Service sponsor
4. authorised by the Assistant Director of IT (SIRC) or a delegate (normally the Director of IT or another Assistant Director of IT (Business Services or EUS))

**Need an account that doesn’t meet the test account description?** Consider one of these account options:

### Third party account

This is for consultants who need short-term access to IT systems to, for example, carry out upgrades, monitor, or install systems.

### System account

This is for systems that need a specific account to operate. Examples include systems running scientific or engineering instruments that need an email address.

## Account name format

Test account usernames are prefixed with Test- and must be 15 characters or less to satisfy the naming restriction.

They come in the format:

Test-<whatistobetested>@dundee.ac.uk

## Expiration and closure

Test accounts expire 365 days after their creation.

If your test account is no longer required before its scheduled closure, you need to notify IT so a forced closure can take place.

## Renewal

You’re responsible for requesting a renewal using this form should your need for the test account extend beyond the maximum 365-day period.

Ensure you give IT at least three working days notice to avoid loss of access.

## Regulations

All users of University of Dundee IT facilities, including those with test accounts, are required to abide by the University’s Regulations and Policies.

This includes the Computing Regulations, Code of Conduct for the use of Computing Facilities, and Information Security policies.

## Submitting your completed request form

Completed applications should be sent to IT in one of the following ways:

### Posted to or dropped off at

IT Reception, Computing Centre, Park Place, University of Dundee, Dundee, DD1 4HN

### Scanned and emailed to

[help4u@dundee.ac.uk](mailto:help4u@dundee.ac.uk)