


Please read the following instructions before completing this form:-

An External (E) account is only required for a user if they are **not on the NUI, Galway payroll system**. If on the NUI, Galway payroll system, please see our web pages on how to activate a Campus Account. An E account is **not** available to students (including temporary visiting students from other institutions). Staff requesting IT resource including email for visiting students must contact the Admissions Office to ensure that appropriate details are recorded in the Student Registration system.

Further information is available online at www.nuigalway.ie/iss/staff/support/tempaccounts.html

Part A User Details

First Name:
Surname Name:
(Your middle name may be needed as part of your email address.)
Middle Name:
(Used for creation of temporary password.)
Date of Birth:
Unit /Department:
(Access details for new account will be emailed to this address)
Contact Email Address:
Contact Number:

ICT Regulations

No person or persons shall use Information Solutions and Services (ISS) facilities unless registered to do so. Please read ICT regulation http://www.nuigalway.ie/cs/policies/ict_regulations.html.

Users Signature:		Date:	
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Note: External (E) accounts are subject to annual sponsorship and renewal on 30 June.

Part B Approval

This form will not be accepted without signature of Head of Unit/ Department

Signature of Head of Unit/ Department:
Please print name:
Staff ID Number:

All accounts are subject to ICT Regulation. Please read ICT regulation
http://www.nuigalway.ie/cs/policies/ict_regulations.html.

ISS USE ONLY:

Username:
Ticket Number: