

Information Solutions and Services

STAFF REGISTRATION FORM



NUI Galway
OÉ Gaillimh

Getting started information is available online at www.nuigalway.ie/iss/staff/support/getting_started.html

User Details

Username: _____ S _____

The format for a staff Username is derived from your staff/payroll number and is 7 digits followed by **S**. If your staff/payroll number is less than 7 digits, include zeros at the start. **Example: Staff/Payroll number = 12345, Staff login Username = 0012345s**

Surname: _____

First name: _____

Middle Name: _____
(Your middle name may be needed as part of your email address.)

Department: _____

Password: _____
(8 – 14 alphanumeric characters)

Telephone: _____

Code of Conduct

1. No person or persons shall use Information Solutions and Services (ISS) facilities unless registered to do so.
2. Every allocation of computing resources shall be made on the understanding that it is to be used only for educational purposes.
3. No user may use another user's account. A user is responsible for all activity carried out under their username on any system.
4. No person shall by any wilful or deliberate act jeopardize the integrity of the computing equipment, its systems, programs or any other stored information.
5. Use of ISS facilities for the distribution of abusive email is prohibited.
6. Full Code of Conduct is available online at http://www.nuigalway.ie/iss/about/code_of_conduct.html

Signature: _____ Date: _____

ISS USE ONLY: Ticket Number: _____

IMPORTANT: All fields must be completed; incomplete forms will be returned to the user for completion before processing.

Send completed form to the ISS Service Desk, Room 128, Arts & Science Building.