



External Account (E) REGISTRATION FORM

Please read the following instructions before completing this form:-

- An External (E) accounts is only for users who are **not on / or going on to the NUI, Galway payroll system**.
- An E account is **not available to students** (including temporary visiting students from other institutions).
- This account ID will remain with the User should they return or be re-deployed within NUI Galway
- Further information is available online at www.nuigalway.ie/iss/staff/support/tempaccounts.html

Part A User Details

First Name:			
Surname Name:			
Middle Name: (Your middle name may be needed as part of your email address.)			
Date of Birth: (Used for creation of temporary password.)			
Unit /Department:			
Contact Email Address: (Access details for new account will be emailed to this address)			
Contact Number:			
Are you getting an NUI Galway payroll number (please tick)	Yes	No	
Have you ever had an NUI Galway payroll number or External Account before? (please tick)	Yes	No	If Yes, supply ID number

ICT Regulations – form will not be accepted without the Users signature

By signing below you agree to abide by all NUI Galway ICT regulations and agree to all Terms and Conditions which apply to the use of this E Account, ICT policies must be accessed at http://www.nuigalway.ie/cs/policies/ict_regulations.html.

Users Signature:		Date:	
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Note: External (E) accounts require annual sponsorship / **renewal on 30 June** unless date specified below.

Part B NUI Galway Approval

This form will not be accepted without signature of Head of Unit/ Department (Approver).

- It is the responsibility of the Approver to **notify ISS** when this account is **no longer required** by your department.
- Any other associated accounts or user access **will not be automatically closed** unless ISS are specifically notified to close them. (i.e. Agresso, Quercus, Core etc., removal from Shared Mailboxes, M, N, Q drive etc.)
- This account may be reopened should this person be redeployed within NUI Galway.
- It is advised that the email account associated with this E Account **should not be used** for the transfer of confidential information.
- The User's account will remain accessible up to the End Date supplied below or the Renewal date of 30th June.

I approve this account with an End Date of (if date specified is later than the annual renewal of 30 th June it cannot exceed a 12 month period)	
Signature of Head of Unit/ Department:	
Please print name:	
Staff ID Number:	I have read and understood the terms above: <input type="checkbox"/> (please tick)

ISS USE ONLY:

Username:	CASS End Date (minus 120 days)
Ticket Number:	