

NEW COLLABORATIVE STAFF ACCOUNT REQUEST (CP1)

Please ensure all fields are filled in and details are correct as per applicants' employment contract. The form will be returned if a mistake has been made or fields are incomplete, which could delay the creation of the account.

Forms should be emailed to Educational Partnerships (ep@dmu.ac.uk) for staff based in the UK or to Global Partnership Unit (gpu@dmu.ac.uk) for staff based outside the UK who will then forward to HR Data management (HRdatamanagement@dmu.ac.uk) to be processed. Please allow at least one week for this account to be created.

POLICIES AND GUIDANCE

Please visit <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/information-security/information-security.aspx> and read the policy information and links regarding the following:

- Data protection
- Email
- Freedom of information
- Information security
- Network security
- Remote access (IT)
- Software licensing

APPLICANT DETAILS

Surname: _____ **Forename & Initials:** _____ **Title:** _____ **Gender:** _____

Date of Birth (dd/mm/yy): _____ **Partner Institution Name:** _____

External Email: _____

Role: _____ **Start Date (dd/mm/yy):** _____ **End Date**:** 31 July

** the account will expire on 31 July of the following academic year if created 01 February onwards, otherwise it will expire 31 July of the academic year the account is created.

Previous DMU Account (only provide this if applicable, should the partner employee already be on SAP)

Before emailing this form to EP/GPU please ensure you have read and understand the legal basis underpinning the University's policies and the legal sanctions available as described in the Information Technology and Media Services Guide to Legislation. Failure to abide by the DPA, the Computer Misuse Act and the Copyright Act are offences.

Please tick this box to confirm the above

**Service Access Provided: Blackboard, Staff Portal, Office 365 (email), DMU Intranet,
e-Library and yourDMUlabs**

ACCOUNT SPONSOR:

In order to be given access to DMU systems the applicant must have a sponsor who is an employee of De Montfort University. As the account sponsor you confirm that the applicant has read and will agree to abide by the university's policies listed above.

Faculty/Directorate: _____ **School/Department:** _____

DMU Email: _____ **Ext. number:** _____

Full Name of Account Sponsor (Print): _____

Signature of Account Sponsor: _____ **Date:** _____