Extension to Adelaide University Network and IT Services

Use this form to request an extension of access to the Adelaide University computer network and IT services.

To complete your request, you will need authorisation from your lecturer, tutor, course coordinator or program director.

Lodgement details are provided at the end of this form.

Section 1: Personal Details

Student ID:	
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	
Contact Email Address:	

Section 2: Extension/s Requested

Please note that access to library databases and online journals or Office 365 cannot be extended. Due to licencing requirements a student must be enrolled in a current course to have access to these resources.

☐ Email				
Note: email access can only be provided to students who are active in their program or officially on leave				
☐ Computer pools	Start Date		End Date	
☐ Library facilities	Start Date		End Date	
☐ On campus Internet	Start Date		End Date	
☐ Printers	Start Date		End Date	
☐ myAdelaide Student Portal	Start Date		End Date	

Section 3: Details of Request

A request to extension of Network and IT Services is only granted under exceptional circumstances. The University is governed by strict licensing requirements and cannot enable access for non-academic purposes. Please provide precise details of the reason for this request and include justification for End Date/s in Section 2, e.g. completing assessable course requirements beyond the standard enrolment period.

Note. A Request for extension to a Service, such as access to the Computer Pools, will not be granted for reasons such as personal use or to consume student-funded Quota balances.

Student Declaration

I understand and agree that access is granted on the condition I honour the University's contractual obligations about the use of and copyright of computer software. I agree to observe the Acceptable Use of Information Technology (IT) facilities Policy.

Student's Signature:	Date:

Lecturer/Tutor/Course Coordinator/Program Director Declaration

I certify the applicant is a student of Adelaide University, and that the student extension requested is for academic purposes directly related to the course of study, as reflected in Section 3, where I am the lecturer/tutor for this student. I am authorised for the provision of this extended access to be charged to this Academic Unit.

Staff members name:	Position:
Academic Unit:	Phone Extension:
Staff members signature:	Date:

LODGING YOUR APPLICATION

Please lodge your application by email to: StudentAssist@study.adelaideuni.edu.au

Please lodge your application to Student Assist at a campus below:

Adelaide City Campus - East	**Adelaide City Campus – West**	**Magill Campus**
Student Assist	Student Assist	Student Assist
Level 3 – Playford Building	Level 2	Level 1
Level 3 – Hub Central	Jeffrey Smart Building	B Building
Mawson Lakes Campus	**Mount Gambier Campus**	**Whyalla Campus**
Student Assist	Learning Centre	Student Assist
Ground Floor	Wireless Road	Ground Floor
C Building	Mount Gambier SA	Main Building
	5290	111 Nicolson Avenue
		Whyalla Norrie SA
		5608

OFFICE USE ONLY
Student Assist

Date received:	Received by:
I acknowledge that this request is an extension to the standard Student Lifecycle SIAP Business Rules having confirmed the student's record as currently being in a status that does not constitute the access requested above	
Date processed:	Processed by:

Adelaide University