

# Application for IT Facilities – batch/temporary accounts

Please complete the form below making sure you include your signature.

**Incomplete or unsigned forms will not be processed.**

<b>University Sponsor's Name</b>		<b>Phone Number</b>	
<b>School or Dept.</b>		<b>Room Number</b>	
<b>Signature</b>		<b>Date (dd-mm-yyyy)</b>	

I understand that submission of this document notifies IT Services that I am willing to be recorded as the responsible member of staff for this account and this responsibility may require me to actively manage both this account and user should a breach of the [ICT Acceptable User Policy](#) occur.

## Reason for Account Request

Please give as much information as possible to speed up the application process. Please specify if the user/s are under 18 years of age.

Dates Account required: from

to

Please print the form and sign, then scan and email to [itsupport@wlv.ac.uk](mailto:itsupport@wlv.ac.uk).

Account details will be emailed direct to the University sponsor above.

Call the IT Service Desk on 01902 32 2000 (ext. 2000) or email [itsupport@wlv.ac.uk](mailto:itsupport@wlv.ac.uk) for queries or assistance.