

NEW USER REQUEST FORM

ACADEMIC DEPARTMENTS

To get a Username and password for a new computer user your departmental administrator (or manager) will need to **email** the following information to ITServiceDesk@rhul.ac.uk

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Title: Mr, Dr, etc

First Name/s:

Preferred Name:

Surname:

Department:

Job title:

Type of staff e.g. Academic, Admin, Researcher, Visiting Academic, Technical, NET etc

Room number:

Telephone number:

Permanent or fixed term role? If latter when is person leaving?

Access required to any network shares or mailboxes? [e.g. [\\ourdata\departments](#), please specify]

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