APPLICATION FOR NOVELL NETWORK ACCOUNT ON THE MSD-IT SERVERS
Please complete in full (BLOCK CAPITALS) before returning to WIMM IT.

Personal Details

Title (Dr, Mrs, Mr, Ms, Mx[1] …etc)	
First Name/Given Name	
Surname/Family Name	
University Card Number	
WIMM Group	
Email Address	

Authorisation

Group Head ……………………………………………… Include access to Shared Lab folder?

Signed ……………………………………………………. Date ………………………………………………………

Prerequisities for a WIMM Novell Account

1. **Security Training Awareness Module**

   The University has made Information Security Training mandatory for all University staff. In order to meet this requirement, you need to complete the online security training awareness module (you need to use your Single Sign On (SSO) credentials to do the module):

   www.infosec.ox.ac.uk/module

   On completion of this training module you will receive a *Certificate of Achievement*, <u>a copy of this certificate must accompany this application form for a WIMM Novell Server account.</u>

2. **Declaration to Abide by Information Security Policies**

   I agree to abide by the rules of Oxford University Information Security Policy which can be downloaded from:
   https://infosec.ox.ac.uk/guidance-policy

   [1]Mx (Mixter) is a gender-neutral title for those who do not wish to use a gender-specific title or who identify as transgender

I have read and agree to abide by the policies and regulations in the WIMM Information Security Policy:

https://imm.medsci.ox.ac.uk/internal/it/information-security-policy

I understand that any violation of the aforesaid regulations may result in the revocation of my access privileges and/or disciplinary action may be taken. I further agree to report any misuse of the computers and/or network by other individuals to the WIMM IT staff. Misuse means any violations of this policy, or any inappropriate use that is not included in the policy but has the effect of causing harm to another or his/her property.

I understand that this includes my responsibility to act in accordance with the requirements of the Data Protection Act 1998, as amended in the following acts, and in the Computer Misuse Act 1990, or other legislation.

I will inform WIMM IT staff when I no longer require this account.

On leaving the WIMM you have the option to have your data saved onto DVDs one copy kept with the IT Team for our archives. IT will need one weeks' notice prior to your leaving date to create data archive DVDs if you so choose. Twelve months after the expiry of your credentials, your data on all WIMM file servers will be deleted. Your signature below indicates your acceptance of these terms.

Signed ……………………………………………………………. Date …………………………………………………………….

WIMM IT Staff Use Only

Username	
Context	
Date account setup	
Notes	

May 2022