Request for Computer Access
For Medicine, Nursing & Health Sciences Staff
or Postgraduate Students

1: Staff / Postgraduate Details
Type (tick one only):
○ Staff Member
○ Postgraduate
○ Honorary

Access to e-mail and external web services
For Honorary staff with a valid Monash ID#

*Access to Monash Web Pages but No E-mail account
or other Monash Computer Services. (No ID required)

ID Number: ____________________________ (Compulsory)

Expiry Date on ID Card: ____/____/______ (Compulsory)

Title (circle): Mr  Mrs  Ms  Miss  Prof  Dr  Gender: Male / Female

Phone: ____________________________  Fax: ____________________________

Surname: ______________________________________

Given Names: ______________________________________
(Please provide a middle name if possible)

Position Title: ______________________________________

School / Department: ______________________________________

Campus: ______________________________________

2: Username – choose one option

Re-enable an existing username
Existing Username: ____________________________

OR

Automatically Generate username
(tick) Automatically generate a new username from my given family names. Example: "James Kelly Longname" = "jklongna"

OR

Create a new username from a name that I choose

Username Rules
"A-Z" letters only
Min: 3 characters

1st choice: ____________________________
2nd choice: ____________________________
3rd choice: ____________________________

3: Access – tick if required

○ Staff Novell Account
(required to access on-campus workstations)

○ E-mail account and address
(Monash Messaging System)

✓ Authcate Account
(required to access internet, e-mail, my.monash portal, etc.)

○ Other: ____________________________  Reason for Access: ____________________________

4: Authorisation – to be signed by Head of Department or Resource Manager

Signature: ____________________________  Phone: ____________________________

Print Name: ____________________________  Date: ____/____/20___

N.B: Forms not correctly signed or improperly completed will not be processed

Please return this form to:
IT & Multimedia
Building 15, Clayton Campus
Faculty of Medicine, Nursing & Health Sciences

Note: If the applicant does not have a photo ID Card from the University, please contact either the Head of Department or Business and Resource Manager in the applicant’s Department.