



### Generic Account Request Form

This form is required to authorise generic accounts, i.e. which are not tied to a specific person, as per the Account Policy (IST-04).

#### Section 1 – Account details

**Description:** *(what the account is for)*

**Justification:** *(why a regular account is not suitable)*

**Username:** *(what the account will be called)*

**Start date:** \_\_\_\_\_

**End date:** \_\_\_\_\_

*(maximum one year)*

**List of people to have access:**

#### Section 2 – Applicant

**Full name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

*I understand my responsibility to safeguard this account; and will promptly contact IST should any security concerns arise, should the group or people above change, or the needs for this account change.*

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### Section 3 – For IST use

**Ticket #:** \_\_\_\_\_

**Approval: Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_