



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: _____

(if applicable)

Dawson group, or 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:** _____