

# UQ Ipswich Staff IT Induction - Application Form

ITS Service Centre, Ipswich



All new staff to Ipswich Campus should complete this form for access to campus specific IT facilities on the Ipswich Network. This form is Ipswich campus specific and you must also have a UQ staff account. Please call UQconnect on the contacts below to check if you are uncertain.

1. Applicant Details		
Surname	First Name	Title
Position Title	Staff Number	
Organisational Unit / School	Phone	
Location: <i>Building</i>	<i>Room</i>	Fax / Mobile
Username	ITSM Job Number (if known & existing)	

2. Additional Contact Information - eg. Hours of work, days on campus, alternate or admin contact person?

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3. Email Account

Ipswich campus staff are now using the Central UQ Exchange email server accessing email using MS Outlook and Entourage email clients or via web address <http://exchange.uq.edu.au>.

By default your email address will be 'emailalias@uq.edu.au'.

If you use an alternative UQ email address eg. 'emailalias@its.uq.edu.au' please indicate: \_\_\_\_\_

4. Campus Email Distribution Lists

Academic Staff *Note: 'Academic Staff' and 'General Staff' distribution lists form the 'All Staff' list* **PLUS**  Other. eg. Bus. Comm or E Commerce \_\_\_\_\_

**OR**

General Staff \_\_\_\_\_

5. Shared (S) Drive Access

Specify Folder Name/s. eg. S:\Business School: \_\_\_\_\_

6. Important Questions

Do you require access to Corporate Applications through Citrix? eg. Business Objects, Aurion. *Please specify:* \_\_\_\_\_ Yes  No

Do you require access to off-campus UQ resources? eg. Departmental network shares at St Lucia. *Please specify:* \_\_\_\_\_ Yes  No

Do you have any other special requirements? *Please specify:* \_\_\_\_\_ Yes  No

Do you require on-site technical support/assistance? Eg. Email setup, desktop support, IT questions etc ..... Yes  No

7. Authorisation

Name & Position of Head of Department or Authorising Officer

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Signature \_\_\_\_\_ Contact No: \_\_\_\_\_

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Organisational Unit / School \_\_\_\_\_ Date \_\_\_\_\_

ITS Use Only	Completed - Date/Info
Setup by	
Date	
UQ Sign In	
Exchange Email	@uq.edu.au
SMTP (if applicable)	
Distribution List/s	
S Drive / File Shares	
H Drive Creation	
Printing Access	
Welcome Email Sent	
ITSM Incident No.	

SEND APPLICATIONS TO: UQI ITS Client Liaison Officer  
Campus Technology Support  
Building 1, Ipswich Campus  
or Fax to: 07 338 11331  
FOR ASSISTANCE COMPLETING THIS FORM: Phone: 07 338 11230

To log a job for IT assistance/support: Ph: 07 336 54329 or 1300 738 082 (option 2)  
Email: itsupportdesk@uq.edu.au

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