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Application for the use of computers and DP-services at the university

(Please write clearly and tick all appropriate answers! Please consider the explanations on the supplementary sheet. This Form can be folded along the lines on the back and posted off in a window envelope.)

I. Personal data of applicant

Personal data (if possible, please fill in official address, phone and fax)

Mr./Ms. Title: _____ Registration number: : _____

First name: _____ Surname: _____

Street: _____ Postal code, city: _____

Phone: _____ Fax: _____

II. Type of application

1. For the following userID, I apply

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- Complete deletion
- Ending of user group membership in _____
- Renewal of user group membership according to my entries in III.4
- Change/Extension according to my entries in III.
- Change of personal data

2. Application for a personal userID:

- As an additional userID for administrative reasons
- As a primary userID for temporary staff, please fill in:

Date of birth: : _____._____._____ Place of birth: _____

3. Application for an impersonal userID for the following institution:

_____ Purpose: _____

4. If you do not want the automatically generated userID, please fill in your favoured userID (maximum 3 suggestions); please consider the regulations!

III. Extent of the requested services

I hereby apply for the use of

1. (+) Standard services for professors/staff of Münster University in the institute:

2. Standard services for

- Emerita/Emeritus (+) Members of the Alumni Club Professor emeritus
- (+) Visiting professor/lecturer _____

3. Standard services for the following institution being supervised by the ZIV

Here, I have the following status:

- Staff
- Student with the registration number _____
(with the following e-mail address: _____)

4. (+) Services according to the set up project group(s) _____

Advice: For those services marked with (+), the overleaf **approval** has to be filled in and signed!

IV. I agree to the terms of use of the ZIV and the IT support units (IVV) of Münster University (WWU) as well as the associated company regulations. I will only use my userID and e-mail address in order to fulfil tasks related to research and teaching, health care, administration and my studies, always taking care to use the IT facilities economically. A personal userID must not be used by other persons.

I assure the completeness and correctness of my entries. I will immediately report any change of personal data, especially premature expiry of the membership in a user group, to the ZIV.

I am aware of the fact that my personal data will be saved by means of data processing for the purpose of the correct operating and use of the IT facilities (§ 4 LandesDSG NRW). I take further notice of the fact that the following data (partially personal data) will be collected and saved during continuous operation and may be accessible by a third party (e. g. when using Unix operating systems): forename, surname, userID, log-in and log-off time for computers, computer names, folders, files and used programs as well as their access parameters including the used system configuration.

I will protect the data against access by a third party or modification as far as this is required for the purpose of personal data protection. Considering the processing of personal data, I will consult the ZIV or the IT support unit (IVV).

Advice: In "MeinZIV", you can decide whether your name, e-mail address, phone/fax number and department shall be available for e-mail address and service point queries.

Date: _____.____. 20____ Signature: _____

Application for approval for Ms/Mr _____

(required for the association with the overleaf marked (+) user groups) **until** _____.____. 20____

I am a professor/lecturer in the following department of Münster University (WWU) or registered head of the following user group. By my signature, I confirm the overleaf submitted application for access to those IT resources being associated with this institution/this user group/these user groups.

If the reasons for this approval expire prematurely, e. g. due to withdrawal, I will inform the ZIV immediately.

Date: _____.____. 20____ Signature: _____

Personal data of the approving person

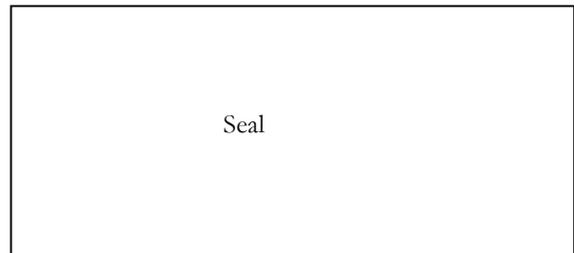
(is collected electronically for monitoring purposes)

UserID: _____

Mr. Ms. Title: _____

Surname: _____

First name: _____



Information:

Phone: 0251 83-31100

E-mail: admuser@uni-muenster.de

You can send this form also via Fax to: 0251 83-31553

To:
Zentrum für Informationsverarbeitung (ZIV)
Nutzerverwaltung
Einsteinstr. 60
48149 Münster

For official use only:

Received on _____.____.20____

via mail via fax in person

Admission to database:

on _____.____.20____ by _____