



USE OF NETWORK SERVICES

I, the undersigned (surname) _____ (name) _____

born in _____ on _____

private email address: _____ @ _____

By virtue of my role:

- Employee Collaborator/Scholarship holder Consultant/Trainee/Research student Student

Assigned to the structure:

- AQA CRI CTT CIF Direzione Generale Amministrazione Azienda

My first responsible is _____

For the period:

Start date: _____ **End date*:** _____

In the case of renewable contracts, enter the **first expiry date of the contract.*

With the approval of the head of my department, or her/his delegate, I request access to the following network services:

- New network account Network account renewal

Mail-box: Italian English

Internet

Internet wi-fi: With private personal computer With personal computer FEM

Network share on INTRA server

(share name) _____ (Legible signature of the first responsible) _____

(share name) _____ (Legible signature of the first responsible) _____

(Pursuant to art. 10 of Law 675/96 concerning the protection of persons and other subjects with respect to the processing of personal data, you are informed that the information provided in this form will be used for administrative purposes within the Institute, according to the terms of current law).

I am in receipt of the document "regulations and procedures for accessing and using the computing and ICT services", and acknowledge and accept the terms and conditions contained therein.

The Applicant:

The Manager of the structure of the applicant	Reserved dept. responsible for the verification
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NOTES

- The **email** interface can be set by the administrator in either English or Italian: indicate your preference
- **The network share disks** can be viewed in "My Computer" and are useful for sharing information with colleagues in your office / department / operational unit or with the rest of the institution
- The external email address is used to notify you that a new account has been created
- **WiFi connection** (wireless) is supplied within the scope of the available technical resources and in the areas covered by wireless radio carriers.
- **Confirmation** of registration of the first request is made by mail to the applicant's direct supervisor and, if indicated, to the applicant's external email address. No confirmation of renewals is given.
- **The form has to be delivered** directly to your own department secretary's office, where someone will take care about its proper transmission.
- In the case of **renewal**, if there are no change to the account, please tick only the renewal box.