

**Information Services (IS)
REQUEST FOR CHANGE OF USER NAME**

Please ensure that Human Resources and any other applications owners have been advised of your change of name.

SECTION 1 – APPLICANT DETAILS			
Current Details			
Employee Number:		Current Username:	
Surname:	Given Name:	Init:	Title:
New Details			
Surname:	Given Name:	Init:	Title:
Department:		Section:	
Position:		Telephone No:	Mailbox: M
Email Address:			
SECTION 2 – ACCESSING OTHER FOLDERS or MAILBOX'S			
If you have access to other folders or mailbox's please state			
SECTION 4 – USER DECLARATION			
I hereby request access to the ADMINISTRATION NETWORK & SYSTEMS described above. I acknowledge that the University's computer and software regulations will apply and I will read them.			
Signature:		Date: / /	
Print Name:			
Section 5 – AUTHORISED SIGNATURE FOR DEPT			
User Name:			
Signature:		Date: / /	
Section 6 – IS USE ONLY			
User Name:			
Signature:		Date: / /	