

Request for INTERNET ALIAS CREATION

This form can be completed on screen and then printed for authorising signatures.

PLEASE USE BLOCK CAPITALS – RETURN BY POST OR FAX (63080)

TO: WEB TEAM, EXTERNAL AFFAIRS, ROOM 6, RIVER HOUSE. Please allow 5 working days.

New User Details (Please complete this section):

Project Name:	
Required Alias: (i.e. www.kingston.ac.uk/ project)	
Department or Faculty:	
Person Responsible for Project Account* (Name/Username):	
Web address (URL) of existing web page:	

* Note: the security/content of the account is the responsibility of the named person on this form.

Authority Details (Please complete this section):

	Head of Department:
Title/Name:	
Payroll/ID number:	
Signature:	
Date:	
Contact Number:	

External Affairs approval:

Title/Name:	
Signature:	
Date:	
Contact number:	

ICT Services only:

	Helpdesk:	Mainframes Team:
Implemented by:		
Date:		
Username/Notes:		