

CRANFIELD IT DEPARTMENT

Form
S07

Contractor/Temps/Visitor/External Partners – Username Request

Please complete the following details and return this form to the IT Service Desk, IT Department, Building 63

Title	
Surname	
First name	
Known as (if different from first name)	
Date of Birth	
Start Date	
End Date* (if less than 1 year)	
Status Category (please circle as appropriate)	Temporary staff / Visiting Staff / Visiting Student / Contractor or Consultant / External Partner
I agree to abide by the IT Policies and Regulations available at https://intranet.cranfield.ac.uk/it/policies or upon request.	
Signed:	
Date:	

Additional Requirements for External Partners

Access to an Extranet Site (Please specify name of Extranet to which access is required)	
Business email address (Please specify an email address that can be used for communication)	

University Sponsor Details:

PLEASE NOTE: University sponsor **must** be an employee of Cranfield University and responsible for the activities of the contractor/temp or visitor (e.g. Line Manager, or Head of Group/Dept).

By completing this section you agree to undertake responsibility for contractor/temp or visitor's use of IT Facilities.

Name	
Job Title	
Telephone	
Department	
Signature	

IT Department use only

Heat Reference No:	
Added to extranet (if required)	
Business email address setup (if required)	
Date Created:	Created By: