



**Department\*: IT Services User ID & E-mail Account**

ITS-F07

**Details of Person Responsible for Department's Account**

**Name:** ..... **Surname:** .....

**Address:** .....

.....

**Tel.:** ..... **ID Card / Passport No.:** .....

**Contact e-mail address:** .....

**Department Name:** .....

**Name of Head of Dept.:** .....

**Dept. Address:** .....

.....

**Dept. Tel.:** ..... **Preferred e-mail address:** ..... @um.edu.mt

**Existing University e-mail addresses (if any):** .....

\*Department refers to Faculty, Department, Institute, Committee etc.

**Note:**

Please attach a letter from the head of the department, stating clearly who the person responsible for the department's account is, together with this application.

**IT Services Account Agreement**

I, the undersigned, have read the IT Services Rules located at <http://www.its.um.edu.mt/rules> (or available on separate sheets on request), and agree to subject the department to them. I assume full responsibility to ensure proper use of the departmental e-mail account. The department will be responsible for keeping IT Services informed should the person responsible for this account change.

**Date:** ..... **Signature:** .....

**For Office Use Only**

**Date Received:** ..... **Authorised:** .....

**Date Sent:** .....