Extension to UniSA Network and IT Services

University of South Australia | Student and Academic Services

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This form is for requesting an extension of access to the UniSA computer network and other IT services.

Note that authorisation from your lecturer/tutor/course coordinator or program director is required.

Please refer to the back for lodgement details

Part A: Personal details

Student ID: ☐☐☐☐☐☐☐☐

Mr/Miss/Ms/Mrs:	First name(s):

Family name:

Contact Email Address:

Part B: Extension/s Requested

Please note that access to library databases and online journals or Office 365 cannot be extended. Due to licencing requirements a student must be enrolled in a current course to have access to these resources.

☐ Email	Start Date*		End Date	

Note: email access can only be provided to students who are active in their program or officially on leave

☐ Computer pools	Start Date*		End Date	
☐ Library facilities#	Start Date*		End Date	
☐ On campus Internet	Start Date*		End Date	
☐ Printers	Start Date*		End Date	
☐ myUniSA Student Portal	Start Date*		End Date	

*leave blank for an immediate start date

extension only provides access to borrow books, library computers and print material in the library; not access to licensed databases and online journals

Part C: Details of Request

A request to extension of Network and IT Services is only granted under exceptional circumstances. The University is governed by strict licensing requirements and cannot enable access for non-academic purposes. Please provide precise details of the reason for this request and include justification for End Date/s in Part B, e.g. completing assessable course requirements beyond the standard enrolment period.

Note. A Request for extension to a Service, such as access to the Computer Pools, will not be granted for reasons such as personal use or to consume student-funded Quota balances.

Student Declaration

I understand and agree that access is granted on the condition I honour the University's contractual obligations about the use of and copyright of computer software. I agree to observe the Acceptable Use of Information Technology (IT) facilities Policy (Available from http://www.unisa.edu.au/policies/policies/corporate/C22.asp).

Student Signature:	Date:

Lecturer/Tutor/Course Coordinator/Program Director Declaration

I certify the applicant is a student of the University of South Australia, and that the student extension requested is for academic purposes directly related to the course of study, as reflected in Part C, where I am the lecturer/tutor for this student. I am authorised for the provision of this extended access to be charged to this Academic Unit.

Staff members name:	Position:
Academic Unit:	Phone Extension:
Staff members signature:	Date:

LODGING YOUR APPLICATION
With Campus Central

In person

City East
Campus Central
Level 3
Playford Building

Mawson Lakes
Campus Central
Ground Floor
C Building

City West
Campus Central
Level 2
Jeffrey Smart Building

Mount Gambier
Learning Centre
Wireless Road West
Mount Gambier SA
5290

Magill
Campus Central
Level 1
B Block

Whyalla
Campus Central
Ground Floor
Main Building
111 Nicolson Ave
Whyalla Norrie SA
5608

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5001

By email
ask@campuscentral.unisa.edu.au

OFFICE USE ONLY
Campus Central

Date received:	Received by:

I acknowledge that this request is an extension to the standard Student Lifecycle SIAP Business Rules having confirmed the student's record as currently being in a status that does not constitute the access requested above

Date processed:	Processed by: