

Email Service (including e-Learning)

Application for an affiliate staff

email/e-learning account

Standard and affiliate accounts

1. For the purpose of this form *standard* staff are employees of King's College London whose names appear on the updated list IT Services receives daily from the Human Resources Department. They are automatically provided with a King's email account once the HR Department has processed their staff record. *Standard* staff **DO NOT** need to complete this form.
2. People not on the Human Resources list are *affiliate* staff (even if they work at King's) and **do not automatically qualify** for a King's email account. They should apply for an *affiliate* account by completing **all** sections of this form - **A, B and C in full**. Authorisation must be obtained in **Section B** from an authorised signatory in the applicant's School or administrative area at King's. **NB** Forms without the correct authorisation or that are incomplete will be returned to the applicant for proper completion, so to avoid delays in account creation it is important to obtain a valid signature and to provide all the necessary information.
3. Because no information about non-qualifying staff is held in the College databases, there is no way of knowing when they cease to be entitled to use the service. Accounts for such staff will therefore generally be created with a fixed default lifetime (typically 1 year for an admin account, and 3 years for teaching and research accounts). Towards the end of this period, the account holder will be warned by email that the account is due to close. A new application must then be made if the user wishes to continue to use the account on condition that their entitlement can be verified by an authorised signatory.
4. *Standard* staff accounts will be closed when their details no longer appear on the HR list. If previously *standard* staff continue to have an association with King's, they may request that their account be converted to an affiliate one. **See Section B**.
5. Usernames and passwords created for email accounts will also operate for the King's e-Learning Service.

Notes

- I. All users of IT services must also abide by the College's Regulations (see <http://www.kcl.ac.uk/about/governance/policyzone.html>). If the regulations are infringed, authorisation to use the computing facilities might be withdrawn and the College's disciplinary procedures invoked.
- II. **Please take or send the completed form to any of the Library Enquiry Desks listed on page 3.**
- III. **If you are applying for a new account:** For reasons of security you must collect your registration details in person (with ID) from any Library Enquiry desk (details on page 3). Before coming to an Enquiry Desk please phone in advance to check that your account has been created.
- IV. **If you are renewing an account or applying for an account to be converted:**
Your entry in our database will be updated. There will normally be no change in your username, email password, folders or address-books as a result of this renewal or conversion.
- V. **Evidence of identity** must be provided when collecting registration details. Acceptable forms of ID are a Kings ID card, a passport or a UK driver's licence

Section A (please use BLOCK CAPITALS) - * required information	
Family Name*:	Forename(s)*:
Mr / Mrs / Miss / Ms / Dr / Prof / Other (specify):	Tel * :
School:	Department/Division Section:
Job Title:	Site/Building:
<p>An email address in the format <i>firstname.surname@kcl.ac.uk</i> will be generated automatically by the registration system. If you are usually known by a different name from the first name given above and you wish it to be included instead in your address please print your preferred first name in this box:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	



Section B – Affiliate accounts (to be completed ONLY by non-qualifying staff whose details do not appear on the King’s College London HR database – see notes 1 and 2 above)

Please tick one of these boxes:

I am applying for a new affiliate account.

I previously had a standard account with this username (e.g. ztxx1234 or k01234567): _____
Please convert it to an affiliate account.

I am renewing my affiliate account with this username (e.g. ztxx1234 or k01234567): _____

Authorised countersignature required – see note 2 above

This section must be completed by an authorised signatory in the applicant’s school or department at King’s College. The list of nominated signatories, from information supplied by Heads of Schools, is on the following web page:
<http://www.kcl.ac.uk/it/support/passwords/affiliate.aspx>

NB Only names that appear on this official list are acceptable for countersignature.

Please tick one of these boxes:



I confirm that the applicant named above performs a significant role on my behalf for King’s, or works within my department and has an honorary contract with King’s, and is therefore entitled to registration for the College email service. I also confirm that he/she does not appear on the King’s HR staff database.

The applicant’s main role is:
(now please tick only one of these three supplementary categories)

Teaching

Research

Administrative / technical

OR

I confirm that the applicant is an intercollegiate / external student requiring access to e-Learning content at King’s .

Teaching

I agree to notify IT Services when the applicant ceases to qualify for an affiliate account.

Signature: _____

Date: _____

Name:

Telephone:

Department:

School:

Email address:

Section C – see also note 3 above	
<p>I apply for permission to use the electronic mail service, electronic resources and databases. I accept and agree to abide by, all relevant regulations for the use of IT facilities.</p>	
Signature:	Date:
Expected likely end date for employment at the College (if known):	

Library Enquiry Desk locations and contact details	
<input type="checkbox"/> Strand campus (Chancery Lane) Maughan Library, Ground floor foyer, Chancery Lane, London WC2A 1LR Tel: 020 7848 1178	<input type="checkbox"/> Denmark Hill campus Library, 1 st floor Weston Education Centre, Cutcombe Road, London SE5 9RJ Tel: 020 7848 5740
<input type="checkbox"/> Waterloo campus Library 2 nd floor, Franklin-Wilkins Building, 150 Stamford Street, London SE1 9NH Tel: 020 7848 3000	Institute of Psychiatry Library, PO18, De Crespigny Park, London SE5 8AF Tel: 020 7848 0204
<input type="checkbox"/> Guy's campus Library, 1 st floor New Hunt's House, London SE1 1UL Tel: 020 7848 6900	<input type="checkbox"/> St Thomas' campus Library, St Thomas' House, St Thomas' Hospital, Lambeth Palace Road, London SE1 7EH Tel. 020 7188 3740

For IT Services staff use only	
Tick when request has been approved: <input type="checkbox"/>	Date: day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/>
Staff Initials: _____	