



## How to order a new user account

Use this form when ordering a new user account for scientific or administrative personell. The same form must be user for personell in short-time positions.

Fill in the required fields and deliver the printed and signed form personally to the IKT-group, 12. floor in Sentralbygg I.

All users of NTNU's computer system are committed to read and comply with the IT regulations.

See: <http://www.itea.ntnu.no/IT-reglement/NTNU-IT-regulations.html>

### Summary of regulations regarding user accounts and password:

**3.2 User-accounts are strictly personal accounts. Logging on or attempting to log on with other users' User-name and/or password is forbidden. It is also forbidden to identify oneself as somebody else in all use of the computer system.**

**3.4 The user is obliged to keep the password secret from others. System-users are obliged to insure that their passwords are only familiar to those who are entitled access to them.**

Please fill in all fields marked with \*:

* Name:			
* National identity number	11 digits		
* Position:			
* Date:			

* Group:	ADM	OAJ
	BEDØK	STRATLED
	HMS	(andre)
	NEC	

* Type of position:	Academic	Administrative
	Permanent	Short-time
If short time:	Starting date:	
	Finishing date:	

* Signature	
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For the IKT-group only::

Username: _____	Group Alias:
Password: standard	
<input type="checkbox"/> Username <input type="checkbox"/> E-mail <input type="checkbox"/> Groups <input type="checkbox"/> Home <input type="checkbox"/> BDB <input type="checkbox"/> Sharepoint	