<u>Secure File Transfer Protocol</u>
<u>Staff Application Form</u>

Please complete & send this form to:
ISD Service Desk, Room 7C15A, Jordanstown Campus.

This form should be completed by staff requiring access to Secure FTP service.

Please note:
- All details including approval must be completed before sending to ISD.

(For assistance completing, contact ISD Service Desk on extension 66777 or email servicedesk@ulster.ac.uk)

1) Staff Details

Full Name: …………………………………………..   Title: ……….…………...

Staff number: ………………………..Job Title: …………………………………………

Faculty/Department: .………………………..………   Room Number: ……………

Campus: ……… Contact Number: ………..………   Email: ....….………....

Reason for requesting SFTP:

…………………………………………………………………………………………………..

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2) To be completed by the Applicant's Dean or Director

In approving this application, I have considered the above information to be correct and agree to the business justification.

Signed: …………………………………………   Date:………………………………….
      (Dean/Director)

Print Name: ……………………………………………………….

Once countersigned by a Dean or Director, please forward this form to the ISD Service Desk, Room 7C15A, Jordanstown Campus.

THIS SECTION IS FOR ISD USE ONLY

3) To be completed by the Director of ISD (or nominee)

In approving this application, I authorise provision of SFTP access to the applicant named above.

Signed: …………………………………………..   Date: …………………………..

If approved, forward to the ISD Service Desk.
If rejected, insert reasons for rejection below and return to the Applicant / Dean or Director
Also provide a copy to ISD Admin & Finance Team.

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