

# Secure Remote Access Service (SRAS) Staff Application Form

Please complete this form and send to [ServiceDesk@ulster.ac.uk](mailto:ServiceDesk@ulster.ac.uk)

This form should be completed by staff requiring to connect remotely to their University workstation, or to remotely access Active Directory server fileshares and services.

Advice Notes are available at the following link: <https://www.ulster.ac.uk/ds/services/networking/secure-remote-access-service-sras>

Please note: All details including approval must be completed before sending to Digital Services.  
(For assistance completing, contact the IT Service Desk on 028 9536 7776 or email [servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk))

## 1. Staff Details

<b>Full Name:</b>	<b>Title:</b>
<b>Staff Number:</b>	<b>Job Title:</b>
<b>Faculty/Department:</b>	<b>Room Number:</b>
<b>Campus:</b>	<b>Contact Number:</b>
<b>Email:</b>	
<b>Mobile Number (used to receive SRAS Code):</b> [including full international country code]	
<b>Remote Client Operating System(s) to be used:</b> [OS of device(s) making SRAS connection - e.g. Windows 7, Windows 8, Windows 10, Mac OSX, Linux]	
<b>Laptop:</b> (Select as appropriate)	<b>University Owned:</b> (Select as appropriate)
<b>Encryption System Installed:</b> (Select as appropriate) (See <a href="#">Advice Note 1</a> )	

## 2. Reason for requesting SRAS (See [Advice Note 2](#))

## 3. Staff Agreement to Conditions of Acceptance

- i. I will ensure that any known security-related patches are applied to SRAS connected devices. (See [Advice Note 3](#))
- ii. I accept that the service may be withdrawn without notice if a breach of security is suspected.
- iii. I accept that system monitoring will occur for the purposes of maintenance and operation of SRAS. (See [Advice Note 4](#))
- iv. I confirm that the above service will be used in accordance with the regulations and codes of practice as specified by the University's Acceptable Use Code of Practice and associated Policies: <https://www.ulster.ac.uk/ds/it-policies>

<b>Signed:</b>	<b>Date:</b>
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#### 4. Cost of Service

This service is free of charge to all staff.

#### 5. 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.

<b>Signed:</b>	<b>Date:</b>
<b>Print Name:</b>	

Once countersigned by a Dean or Director, please forward this form to the Digital Services IT Service Desk at [servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk)