

**Secure Remote Access Service (SRAS)
Staff Application Form**

Please complete this form & send to 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.

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:

Mobile Number (used to receive SRAS code).....

[including full international country code]

Remote Client Operating System(s) to be used:.....

[OS of device(s) making SRAS connection - e.g. Windows 7, Windows 8, Windows 10, Mac OSX, Linux]

Laptop: Yes / No (delete as appropriate) University Owned: Yes / No (delete as appropriate)

Encryption System Installed: Yes / No (delete as appropriate) (See Advice Note 1)

Reason for requesting SRAS: (See Advice Note 2)

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3) Staff Agreement to Conditions of Acceptance

I will ensure that any known security-related patches are applied to SRAS connected devices.
(See Advice Note 3)

- i. I accept that the service may be withdrawn without notice if a breach of security is suspected.
- ii. I accept that system monitoring will occur for the purposes of maintenance and operation of SRAS. (See Advice Note 4)
- iii. 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: www.ulster.ac.uk/isgsc/

Signed: Date:

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.

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

Print Name:

Once countersigned by a Dean or Director, please forward this form to the ISD Service Desk at servicedesk@ulster.ac.uk

