



# Systems Operator Account Request Form

**Please note the form needs to be completed and submitted ONLY by the manager. This is a requirement for approval.**

A System Operator account is a special account to be used uniquely for Administration of the Enterprise Active Directory, and ancillary systems such as web services, exchange, SQL. This form is used for requesting an administrative account to access UNSW Systems hosted in the Enterprise Active Directory.

## Applicant's Details

Applicant zID:

Best Contact Number:

eg. z1234567

## Access Request

Internal:

Vendor:

Start Date: *Not Required*

New Account:

Modify Account:

ADUNSW:

ADTEST:

ADDEV01:

ADUAT:

## Access Requirements

Server Name(s)/SUPP group(s):

eg. infpwtstest.ad.unsw.edu.au or Supp\_ITU\_Test

Reason for Access:

*Specify which support (SUPP) groups the user requires to be added to:*

*if the SUPP group is unknown, then specify the server/services they require access to with the respective access levels.*

*If the user is a 3rd party vendor, please specify the SUPP\_Vendor\_<company name> group. Do NOT specify a standard SUPP group \_ie SUPP\_<FAC/DIV>\_<ROLE> for 3rd party vendors. **Please note for security reasons UNSW IT will not copy access from any other users.***

## Managers Approval - To be completed in Adobe Acrobat by UNSW Department Manager

Approving Managers zID:

Phone Number:

**Manager Approval**

**Please save and submit completed form as attachment and send to [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au) for actioning.**

I certify that the above details are correct and the requested access is required for the above requester to perform their role and will acknowledge the responsibility to ensure they are aware of the required [Terms and Conditions](#)