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|  | INSTITUTE OF TECHNOLOGY, UNIVERSITY OF MORATUWA |

**REQUEST FORM FOR A ITUM ACCOUNT**

Refer the information sheet provided on page No. 02

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| --- | --- | --- | --- |
| Name with initials *(Block Capital)* |  | | |
| Title | Prof Dr Mr Ms | | |
| Full Name *(Block Capital)* |  | | |
| Division |  | | |
| Designation |  | | |
| Employee Status  (Permanent/ Contract/ Temporary) |  | | |
| Employee Code |  | | |
| NIC Number |  | | |
| Personal e-mail |  | | |
| Contact Number – Mobile |  | | |
| Contact Number – Office (Extension) |  | | |
| Proposed username  *(Indicate in Block Capital. Once assigned it will be in lower case. To avoid duplicates and to comply with ITUM username policy, there may be changes to the proposed username)* |  | | |
| *Preferred name + First letter of other name. E.g. “Liyanage Jayantha Ranjith Weerasinghe” e-mail address will be jayanthar@itum.mrt.ac.lk or ranjithw@itum.mrt.ac.lk* | | |
| Signature |  | Date |  |

**Director/ITUM,**

Please create an e-mail account for the above academic/ administrative/ academic support/ non academic staff member.

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Head of the Division Date

**-----------------------------------------------------For office use only------------------------------------------------**

Following account to above staff member has been provided.

Account name: ----------------------------------

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Director/ ITUM Date Created By Date

**INSTRUCTIONS TO ITUM ACCOUNT APPLICANTS**

1. Fill in the attached application form according to the given template.
2. This application form should be authorized by the head of division.
3. Applicant need to report to the ITUM Network Operating Center along with the authorized application in order to create and activate the University account immediately.
4. Email ID’s will be created while checking duplicates according to their user names.
5. Necessary usage instructions will be provided by the ITUM Network Operating Center staff to the applicant at the same time.