**FORM FOR USER ACCOUNT**

1. Full Name in block Letters **:**
2. Status: (i) Internal User **:** Faculty/Administrative Staff/ Technical

Staff/ Students/Others

(ii) External User **:** Visitor/Guest

1. Address for communication **:**
2. Preferred Login Name **:**
3. Period for which account is required **:** From (Date) **:**

To (Date) **:**

1. Purpose for which account is required **:** E-mail/Internet/Computing/Any other

(Please Mention)

**DATE:** **SIGNATURE:**

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1. For temporary members for the institute, user account will be removed after 3 months of their departure from the institute.
2. For visitors, user account will be removed after the period mention in item 5 above.
3. The account should be used by the user only. The user should not give the password to others or allow others to use his/her account.

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**FOR OFFICE USE ONLY:**

Account type **:** LDAP / Single Machine.

Home Directory **:** uid**:** gid**:**

Account Made on Date **:**

Account Locked Date **:**

Account Removed Date **:**