



FACULTY OF CREATIVE ARTS

**POSTGRADUATE STUDENT APPLICATION
FOR COMPUTER/PHOTOCOPIER ACCESS**

Room 25:153 POSTGRADUATE COLLABORATIVE SPACE (PG LAB)

The Postgraduate Collaborative Space has been set up for the exclusive use of postgraduate students enrolled in the Faculty of Creative Arts.

To gain access to the computers and the photocopier/printer, please complete the following information and lodge the form with Craig O'Brien in Room 25:164. Craig is the Technical Officer responsible for the labs. If Craig is not in his office, leave the form under his door.

Please note that accounts may take up to 24 hours (Monday – Friday) to be created. Students can attempt access after this time. If access is unsuccessful, please contact Craig.

This account will grant you access to the postgraduate computers and photocopier in 25:153 only. It will NOT provide Internet access. You will require your University email User Name and Password to access the Internet.

Surname: _____ **First Name:** _____

Student Number: _____ **Uni Email Account:** _____

Signature: _____ **Date:** _____

Once your account is created:

- photocopier access is gained by entering your Student Number into the ID section of the login window, leave the password section blank. When printing you will be asked for an ID as well - again, use your student number as your ID leaving the password blank.
- computer access is gained by using the same User Name as for your Uni email eg; xy123, and a password of your choosing.

Enter the PASSWORD you would like to access the computers use here: _____

Do you require instruction on how to use the computers? ? No Yes

If yes, please specify: _____

ENQUIRIES:

Craig O'Brien: Room 25:164. Telephone 02 4221 5554. Email craig@uow.edu.au