**Non-Standard Accounts Application Form**

**(Generic or Service Accounts)**

\*Please be advised that all sections (except section 5) **MUST** be filled out before submitting to Service Desk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1: Applicant information** | | | | |
| Last Name |  | First Name | |  |
| User ID |  | User Email | |  |
| Staff Type | [ ] Staff  [ ] Contractor - contract end date: \_\_\_/\_\_\_/\_\_\_\_ | Job Position | |  |
| Department | |  |
| **Section 2: Details** | | | | |
| **System Name** | **System Owner** | | **Level of Access** | |
|  |  | |  | |
| **Account Name** | **Mailbox Required?** | | **Interactive logon Required?** | |
|  | N/A if not required | | N/A if not required | |
| **Type** | **Access End Date** | | **Business Justification** | |
| [ ] Emergency Access | Emergency access end dates | | Administrator accounts that are inactive for 90 days are automatically disabled. If there is a reason why this account should be exempted, please provide a justification. | |
| [ ] Temporary Access | Temporary access end dates | | Temporary access may be granted for a fixed duration. | |
| [ ] Other –Please Specify  : | Other access end dates | | Please specify a business justification. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3: Terms and Conditions** | | | |
| 1. Generic / System accounts **will be disabled after 90 days of inactivity.** 2. Generic / System accounts owners **MUST** be full time WA Police Force employee. 3. Generic / System accounts **MUST NOT** be used for:    1. Accessing or using email services. (unless is linked to a mailbox)    2. Accessing or using Internet services E.g. Web browsing or downloading content from the Internet.    3. Unauthorised access to information or information systems 4. Generic / System account **MUST** only be used for authorised work purposes only. 5. Generic / System account owners **MUST** advise the IT service desk when they no longer require their Generic / System account. E.g. decommissioning a system, Changes in application, etc. 6. Generic / System account owners **MUST IMMEDIATELY** advise the IT service desk if they suspect that account information or account password has been compromised. 7. Generic / System account passwords **MUST NOT** be written down (unless they are secured in a safe or an approved encrypted USB storage device) 8. Generic / System account owners MUST Change the password when a user of the shared account has left WA Police or no longer requires access to the shared account 9. Generic / System account owner **MUST** choose a secure password that meets the following criteria:    1. The length of the password **MUST** be a **MINIMUM** of 20 characters.    2. The password **MUST** contain a **MINIMUM** of 3 RANDOM words. | | | |
| **I acknowledge and agree to the terms and conditions above** | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |
| **Section 4: Line Manager** | | | |
| Acknowledgement – I acknowledge that:   * I have reviewed this application in accordance with the information supplied by the applicant * I have received the acknowledgement made by the applicant that the information provided in this application is true and correct, and * I endorse this application made by the applicant | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |
| **Section 5: Authorised Officer Approval** | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |
| **Section 6: Action Officer Acknowledgement** | | | |
| Acknowledgement - I acknowledge that:   * I have received the application form and verified the form has been completed with appropriate approval * I, delegate of the Authorised Officer, have taken the action to grant the requested access, and * I confirm that the action has been successfully completed | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |