

Australian Access Federation (AAF) External User Account Request Form



This form should be completed using the latest version of [Adobe Acrobat or Reader](#), signed using a [digital signature](#), and **submitted electronically** to the 17triplezero IT Service Desk via **one** of the following methods:

1. Log a request in the [17000 Portal](#) and attach the completed scanned form
2. Email as an attachment or scanned form to 17000@newcastle.edu.au

17000
TRIPLE ZERO

AAF Virtual Home Account Request (AAF VHO)

This form is to be used for adding, extending or varying an account within the Australian Access Federation (AAF).

It is to be used for individuals who are not associated with an organisation that is a member of the AAF to enable them to access Australian and New Zealand online research services when they are collaborating with University of Newcastle staff and affiliates.

It will **NOT** grant them access to University systems (e.g. blackboard, email). To gain access to University Services a UoN account must be requested.

It is **NOT** to be used to create an account for an individual that is a staff member or an affiliate to an organisation that is a member of the AAF. All Australian Universities, most New Zealand Universities and Major Australian Research Organisations (e.g. CSIRO) are members of the AAF. Staff and affiliates of those organisations can gain access to AAF enabled services through their own organisation.

AAF User Details

Title	<input type="text"/>	Given Name(s)	<input type="text"/>
Family Name	<input type="text"/>	Phone number	<input type="text"/>
Email address at Institution	<input type="text"/>		
Reason for AAF Account Request	<input type="text"/>		

The following information is required for user validation (eg. to reset password)

Date of Birth	<input type="text"/>	Street address	<input type="text"/>		
Town/City	<input type="text"/>	Post Code	<input type="text"/>	Country	<input type="text"/>

Institution name of Employer	<input type="text"/>	AA account start date	<input type="text"/>
Position title	<input type="text"/>	AA account expiry	<input type="text"/>

A maximum of 4 weeks should be allowed for account creation

University Sponsor ("Primary Investigator" or "Lead Researcher")

A University Sponsor is required to validate that there is a need for an AAF account and to confirm there is an affiliation between the individual listed above and the University of Newcastle. The University Sponsor must be a current member of staff of the University of Newcastle. A sponsor cannot be an Affiliate or Conjoint.

Title	<input type="text"/>	UnIID (eg abc123)	<input type="text"/>
Given Name(s)	<input type="text"/>	Email address	<input type="text"/>
Family Name	<input type="text"/>	Supervisor Name	<input type="text"/>

Authorisation Approval by Delegation Band 1 - 5 is required (<http://www.newcastle.edu.au/policy/000083.html>)

Approved By: (Sponsor)	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>