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How do I help register a new user with IT Services?

Print the IT User Registration Form and complete by providing their personal details. Please ensure all of the relevant boxes for the systems and services they require are ticked.

If you are unable to print the form from the web page, then contact IT Services on extension 2220 (external 01642 342220) or e-mail ithelp@tees.ac.uk

Their request will need to be authorised by their school/department's director/head. We will also require their U number on the form. If this is not known HR will need to be contacted as will not be able to process their application without one.

Once completed and authorised, the form will then need be returned to IT Services. Feel free to scan and email the document to ithelp@tees.ac.uk or send in the internal post.

When that stage is complete IT will advise you when the registration is complete.