

**CREATE NEW LOTUS NOTES ACCOUNT
FOR RURAL CLINICAL SCHOOL STAFF**

Contact Information

Staff Number: _____ Tick if staff number has NOT been issued

First Name: _____ Surname: _____

Phone: _____ Email: _____

Office Location/Building: _____

School/Unit: _____ Rural Clinical School

Contact Person (if required): _____

Phone: _____ Email: _____

Campus Information

- Albury (abx-sorh-med) Port Macquarie (pqq-sorh-med)
 Coffs Harbour (cfs-sorh-med) Wagga Wagga (wga-sorh-med)

Lotus Notes Account Settings

- Create a Lotus Notes account for database use only.
 My Lotus Notes email will be forwarded to my existing email address (as stated above).
 Create a Lotus Notes account for mail and database use.
 My UNSW email (as stated above) will be sent to Lotus Notes.

Lotus Notes uses two passwords. One is used to access the Lotus Notes client. The other allows you to logon to Lotus Notes databases and check your email via the web. **By default these passwords will be synchronized.**

The password must be at least 8 characters and preferably a mixture of letters and numbers.

Rural Clinical School accounts will be configured with a default password (below). Rural Clinical School IT will then assist in changing both passwords once the Lotus Notes client has been configured.

Lotus Notes Password

- Please email the Lotus Notes ID file to Rural Clinical School IT.

Applicant's Signature

This form can be signed by either the applicant or the Administration Officer of the applicant's Unit/School.

Signature **Date**

Office Use Only	Short Name	Mail File Name	Created By	Date	Doc Updated	Redirection
		.nsf			<input type="checkbox"/>	<input type="checkbox"/>