



REQUEST FOR COMPUTER ACCOUNT

ACCOUNT TYPE:

EXTERNAL ACCOUNT (*account-ext*): (Includes the account for remote access - VPN). For use by employees of companies that provide services to the IAC and only to perform the activity for which they have been hired. They are also for individuals who do not have any contract that links them to the IAC (e.g. individuals on sabbatical periods, collaborations, doing their doctorate without a contract, visitors, etc.). **The accounts are always nominal** and will be cancelled at the end of the affiliation for which they were created. This type of **account does not have a mailbox**. Exceptionally, the creation of the mailbox can be requested, properly justified through an email to cau@iac.es, and authorized by the Security Responsible person.

VPN ACCOUNT (*xaccount-ext*): When the person only needs to perform remote work..

DATA OF THE PERSON REQUESTING THE ACCOUNT			
NAME		SURNAME	
INSTITUTION OR COMPANY TO WHICH THEY BELONG			
EXPIRATION DATE (see table at the end)			
PROPOSED ACCOUNT NAME (recommended max. 8 characters)			
AREA TO WHICH THE ACCOUNT BELONGS			
CONTACT EMAIL (<i>external to @iac.es domain</i>)			

CONNECTION DATA OF VPN ACCOUNTS FOR EXTERNAL COMPANIES	
EQUIPMENT TO WHICH IT WILL BE CONNECTED	
PROTOCOLS/PORTS REQUIRED (ssh, https, ...)	

The petitioner declares to have been informed of the Code of Ethics, Security Policy, and Regulations for the use of IT systems (available at <https://www.iac.es/es/codigo-etico-politica-antifraude>, <https://www.iac.es/es/documentos/politica-de-seguridad> y <https://www.iac.es/es/documentos/normativa-de-uso-de-sistemas-informaticos>)

The petitioner agrees not to allow access to third parties or share the account.

Signature of the Petitioner (mandatory)	Signature of the Guarantor (mandatory)	Signature of the Coordinator or authorized person (only for external accounts)
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MAXIMUM TIME LIMITS:

ACCOUNT TYPE	MAXIMUM PERIOD
External account	End of visit, collaboration or contract
VPN account	Maximum 1 year

At present, replacements or authorized persons are:

- In the Instrumentation Area, they may be authorized by the Responsible Person designated by the coordinator.
- In the Research Area, Teaching Area, and Department of Astrophysics, they may be authorized by the Area Management.
- The IACTec Management may authorize the accounts of the staff assigned to it.
- The SI Management may authorize the accounts of the staff assigned to it.