



Application Form for Requesting OUSL General IT Accounts

(This application is for all your Domain, E-mail and Office 365 accounts.)

1	Name with Initials (underline the selection)	Prof/Dr/Mr./Ms.			
2	Full Name				
3	Designation				
4	Appointment Type (Tick the selection)	Permanent		Temporary	
5	* If Permanent, Employee ID				
6	* If Temporary, Appointment Expires On				
7	Faculty/Department/ Division				
8	Phone extension				
9	Mobile number				
10	* Private email address				
11	Required Services (Tick the selection)	Email		Domain	
	Office 365				
	All are mandatory to fill include the fields denoted with *				

- OUSL internet is a university wide internet service provided by the open university of Sri Lanka (OUSL), managed by OUSL IT Division to its students/staff for the sole purpose of supporting better collaboration of users to the world through internet facility.
- OUSL internet is a free internet service intended for registered and active employees of the university.
- When an employment terminates for a particular year, the service will be terminated without prior notification.
- OUSL Data is maintained on the intention of providing a fair service to its entire community equally. There for following usage requirement should be maintained at every time. Failure to do so will terminate the connectivity temporally or permanently according to the violation.
- OUSL Data network is not recommended using for critical activities and should contact IT division formally for any such activity at least prior to 48 hours (working hours).
- OUSL internet users are automatically agreed to adhere and respect intellectual property rights, thus violations such as illegal downloads, streaming and sharing is prohibited, and violations will be act upon immediately.
- While maintaining a respective service level, and allocated bandwidth, availability is not guaranteed and will changed time to time due to fair usage enforcement, beam forming etc.
- While respecting users' privacy, usage will be monitored for the purpose of policy enforcement s and legal purpose
- Using OUSL internet for hacking cracking and interfering other users or services is strictly prohibited and will be subject to disciplinary action to be initiated through legal channels
- OUSL IT division has the sole right to implement any enforcement, service terminations temporarily without prior notification
- OUSL management will have the sole authority to implement, change, and remove existing and new policies permanently or temporarily at any given time without prior notification.
- OUSL internet is under the university IT usage policy and all related policies, thus will be superseded by then including all above mentioned points

