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| **VISITOR REGISTRATION APPLICATION** |
| PERSONAL DETAILS: |
| Title:  | Date of Birth: |
| Surname:  | First Name:  |
| Gender: | EU or Non-EU National: |
| Email: | Home Institution: |
| Mobility Impaired: Yes / No | Wheelchair User: Yes / No |
| DETAILS OF VISIT: |
| Start date: | End date: |
| Purpose of Visit: |
| Name and signature of sponsor (must be University employee): |
| Have you previously been registered on the Visitor Registration System: Yes / No |
| Do you hold current Honorary Status with Edinburgh University: Yes / No |
| Are you currently registered as a student at any other Higher Education Institution: Yes / NoIf yes, is the purpose of this visit a requirement of your course: Yes / No*Refer to the Visiting & Non-Graduating Student Policy and Procedure to confirm whether you should register as a visiting student on EUCLID:* <http://www.ed.ac.uk/files/atoms/files/visitingandnongraduatingstudentpolicy.pdf> |
| The Visitor understands that they are responsible for informing their sponsor of any changes to the dates of visit and that services will be withdrawn approx one month after the end date of the visit: Yes / No |
| SERVICES: Central Authorisation / CCD / Unidesk / EASE are default services |
| **WIRELESS:** enables you to connect any wireless-capable device to the University network/internet | **VPN**: method of securing communications between your computer and the network from a non-work location |
| **MyEd:** The University's web portal | **TIMETABLING**: Room and Study Space booking |
| **EMAIL & DIARY**: Sets up e-mail and diary accounts for visitors | **WIKI:** The central wiki service supports academic and administrative activity within the University |
| **LEARN**: the University's main centrally-supported virtual learning environment (VLE) | **PEBBLEPAD:** PebblePad3 is the e-portfolio system used within The University of Edinburgh |
| **LapLAN:** Provides wired network access for laptops without wireless | **OPEN ACCESS COMPUTERS**: necessary for using open-access and managed desktop computers |
| **FILE STORAGE**: Provides the services necessary for file and disk storage services | **RESEARCH GRANT DATASTORE**: Grants services required to use the Research Datastore |
| **LIBRARY SERVICES**: Sends email informing Library that the visitor is interested in using Library services | **MEDIA HOPPER**: Provides space to upload media and publish to various places, including VLEs, Websites and social media channels. |
| **ELECTRONIC JOURNALS**:HONORARY STAFF ONLY: Visitors wanting access should also contact the Library in person | **Worktribe, ETime, PURE & Bristol Online Surveys**Access to these systems will be granted in exceptional cases only |