**REQUEST TO REGISTER AS A VISITOR AT THE USHER INSTITUTE – REMOTE ACCESS ONLY**

# **Application Procedure**

A Visitor is anyone who is working/collaborating for more than 5 days, and requires access to University systems and an account, but who is not registered either by HR on Main Payroll, or by Registry on the Student systems. **Please note this is for REMOTE ACCESS only, following University and Usher guidance on social distancing we are unable to provide access to premises and hot desk space at this time.**

Privacy notice: <https://www.edweb.ed.ac.uk/information-services/computing/application-development/vrs/privacy-notice-for-visitor-registration>

# **Application Form**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | **Forenames:** | | | | | **Surname:** | | | | |
| **Initials:** | **Preferred Forenames:** | | | | | | | | | |
| **Date of Birth:** | | | | | **Gender:** | | | | | |
| **Home Institution Name:** | | | | | | | | | | |
| **Institution Address:** | | | | | | | | | | |
| **Email Address:** | | | | | | | | | | |
| **Mobility Impaired?:** Yes / No | | | | | **Wheelchair User:** Yes / No | | | | | |
| **Proposed visit start date:** | | | | | **Proposed visit end date:** | | | | | |
| **Nationality:** | | | | |  | | | | | |
| **Status:** | **Academic** (Tenured / Tenure track) | | | | | **Researcher** (Post-doctoral research staff / Junior Research Fellow) | | | | |
|  | **Other** Please provide details**:** | | | | | | | | | |
| **Organisational Unit for Visit:** | | | | | | | | | | |
| Usher Institute | | | Deanery:MGPHS | | | | | Other (please specify): | | |
| **Have you previously been registered as a visitor within The University of Edinburgh:** | | | | | | | | | | |
| Yes | | | No | | | | | Don’t know | | |
|  | | | | | | | | | | |
| **Category:** | | | NHS Staff | | | | | Non-payroll staff | | |
| (double click only | | | Official visitor | | | | | UoE temporary staff | | |
| one that | | | UoE Honorary staff | | | | | Staff non UK HEI | | |
| applies) | | | Staff other UK HEI | | | | | Staff UoE association institution | | |
|  | | | UoE Fellow | | | | |  | | |
| **Primary**  **Purpose:**  (double click only one that applies) | | | Admin | | Computing | | | | Research Academic | |
|  | | | Research Industrial | | Research Assistant | | | | Teaching | |
|  | | | Work Experience | | Other (Please specify) | | | |  | |
| **If visitor is a former member of UoE staff please enter staff ID here (if known):** | | | | |  | | | | | |
|  | | | | | | | | | | |
| **UoE Services selection (see appendix 1 for further information):** | | | | | | | | | | |
| **Default Services:** | |  | |  | | |  | | |  |
|  | | Central authorisation | | EASE | | | CCD | | | UniDesk |
| **Communications and Collaboration:** | | | |  | | |  | | |  |
|  | | MyEd Portal | | Email & Diary | | | Wiki | | | ECA Portal |
| **Computing Infrastructure:** | | | |  | | |  | | |  |
|  | | File Storage | | Open Access Computers | | | Active Directory | | |  |
| **Desktop and Personal Computing:** | | | |  | | |  | | |  |
|  | | Wireless | | VPN | | | LapLAN | | |  |
| **Learning-technology Services:** | | | |  | | |  | | |  |
|  | | Learn | | PebblePad | | | Timetabling | | | Media Hopper |
| **Research Support:** | | | |  | | |  | | |  |
|  | | Research Datastore | | Worktribe | | | ETime | | | PURE |
| **Library:** | |  | |  | | |  | | |  |
|  | | Electronic Journals | | Library Services | | |  | | |  |
|  | |  | |  | | |  | | |  |
| **Justification:** | | | | | | | | | | |
| *If applicable, please explain why access to Usher/Deanery facilities is required and what resources are needed and why (e.g. library access, etc.):* | | | | | | | | | | |
| **Who (if anyone) do you currently collaborate with in the Usher Institute?**  Include details of publications/grants if applicable: | | | | | | | | | | |
|  | | | | | | | | | | |
| **Application Sponsor:**  *Please include the name of the Usher Institute staff member that has encouraged your visit.* | | | | | | | | | | |
| **Electronic signature of Usher staff member responsible for visit:** | | | | | | | | | | |
| **Name & title of Usher staff member:** | | | | | | | | | | |
| **Application Process**  Please complete and submit this form, and email confirmation of support from your Usher Institute host/sponsor to [**Usher.HRGovernance@ed.ac.uk**](mailto:Usher.HRGovernance@ed.ac.uk) | | | | | | | | | | |

Appendix 1

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| --- | --- | --- | --- |
| **Central Authorisation** | Central LDAP Authorisation Service | **Wireless** | The wireless network (WiFi) service enables you to connect any wireless-capable device to the University network and internet, without cables |
| **EASE** | University of Edinburgh's Web login Service | **VPN** | Provides a method of securing communications between your computer and the University network from a non-work location using the public internet, or from the University wireless network |
| **CCD** | Consolidated Corporate Data set | **LapLAN** | Provides wired network access for laptops without wireless" tabindex="1" onclick="clicked('LAPLAN') |
| **UniDesk** | Unidesk enables all EASE registered users to record and track their support incidents | **Learn** | Learn is the University's main centrally-supported virtual learning environment (VLE) |
| **MyEd** | The University's web portal | **PebblePad** | PebblePad3 is the e-portfolio system used within The University of Edinburgh |
| **Email & Diary** | Sets up e-mail and diary accounts for visitors | **Timetabling** | Room and Study Space booking |
| **Wiki** | The central wiki service supports academic and administrative activity within the University | **Research DataStore** | Grants services required to use the Research Datastore |
| **ECA Portal** | Grants access to the Edinburgh College of Art portal | **Worktribe** | Research Management system to support improved pre-award and post-award business processes |
| **File Storage** | Provides the services necessary for file and disk storage services | **ETime** | eTime is used to record Guaranteed Hours (GH) payroll claims and Research timesheets |
| **Open Access Computers** | Provides the services necessary for using open-access and managed desktop computers | **PURE** | Grants access to PURE, the University's Current Research Information System (CRIS) |
| **E-Resources** | Provides services required for researchers to access e-journals. | **Library Services** | Sends an e-mail informing the Library that the visitor is interested in using Library services  **\*\* Service request for access to University Resources** |
| **Media Hopper** | Provides visitors with a space that they can use to upload media and then publish to various places, including VLEs, Websites and social media channels. | **Bristol Online Surveys** | Sends an e-mail to Helpline requesting access to BOS tool for creating online surveys  **\*\* Service request for access to University Resources** |