

# Vocational Training Council

## Intranet / Internet Service Request Form

To\*: \_\_\_\_\_

Ticket No.: \_\_\_\_\_

(\*Please refer to the table of Local Technical Support printed overleaf)

(For Office (System Administrator) use only)

Applicant's name:	_____		
Division/ Section/ Campus/ Centre :	_____	Rank :	_____
Department :	_____	Telephone no :	_____

<input type="checkbox"/> <b>Domain Name Resolve (DNS) (Internal / External*)</b>	Hostname: _____ .vtc.edu.hk IP: _____ <small>Format - ssddxxxx: ss-site, dd-dept, xxxx-ID, e.g. cwccnt01.vtc.edu.hk</small>	*Create/Delete/Modify
<input type="checkbox"/> <b>VTC Internet Homepage Account</b>	URL Address: <u>http://</u> _____ <small>e.g. http://www.vtc.edu.hk/ive/sport/</small>	*Create/Delete/Modify
<input type="checkbox"/> <b>Intranet Homepage account</b>	URL Address: <u>https://</u> _____ <small>e.g. https://intra.vtc.edu.hk/division/sport/</small>	*Create/Delete/Modify
<input type="checkbox"/> <b>VPN Access to Host</b>	Hosts: _____ .vtc.edu.hk Service: _____ e.g. HTTP  User Group: _____ e.g. full/part-time, Staff, Student	*Create/Delete/Modify
<input type="checkbox"/> <b>Reverse Proxy</b>	Hosts: _____ <small>Web server host should be ready beforehand, e.g. tydeptweb.vtc.edu.hk Please provide your SSL Cert, if the website using CNA login</small>	*Create/Delete/Modify
<input type="checkbox"/> <b>Send Mass Email</b>	To : VTC Staff / FT Students / PT Students* ( <input type="checkbox"/> General Information / <input type="checkbox"/> Direct Marketing)  Sender email : _____ @vtc.edu.hk	
<input type="checkbox"/> <b>Others</b>	_____	
<b>Description/Justification: (Required)</b>		
_____		
_____		
_____		

\* Please cross out the inappropriate options

I hereby confirm that I understood and agree to comply with the guidelines printed overleaf and the Acceptable Use Policy at <a href="http://www.vtc.edu.hk/infosec/undertaking_e.htm">http://www.vtc.edu.hk/infosec/undertaking_e.htm</a>	I hereby confirm and understood that I am responsible to inform campus local technical support / computer centre as soon as possible when the applicant leaves VTC.
_____ Signature of Applicant	_____ Signature of Approving Officer ( _____ )
_____ Date	_____ Rank/Post (Division/Dept/Section <b>Head</b> )
	_____ Date

<b>For Computer Centre use only</b>	
Action Taken :	_____
	_____
Authorized by ( _____ )	Date ( _____ )
Handled by ( _____ )	Date ( _____ )

### Local Technical Support / Representatives

If you find any problem, please get help from your local campus computer support.

Centre / Campus	Email	Addressee
HQ / SCs / Others	itsd-helpdesk@vtc.edu.hk	ITSD / HQ
CW Campus	cwitadm@vtc.edu.hk	CC / IVE(CW)
TY Campus	tyitadm@vtc.edu.hk	LRC (ITS) / IVE(TY)
ST Campus	stitadm@vtc.edu.hk	LRC / IVE(ST)
KC Campus	kcitadm@vtc.edu.hk	AP / IVE(KC)
KT Campus	kitadm@vtc.edu.hk	AP / IVE(KT)
HW Campus / BP	hwitadm@vtc.edu.hk	AP / IVE(HW)
HKDI /LWL Campus	dilwl-its@vtc.edu.hk	LRC / (HKDI / LWL)
TM Campus / YC(TM) / MSTI	tmitadm@vtc.edu.hk	ITSS / IVE(TM)
MH Campus	mhitadm@vtc.edu.hk	CU / IVE(MH)
SBI Campus	sbiitadm@vtc.edu.hk	TSO / SBI
YC	ycitadm@vtc.edu.hk	

#### Guidelines

For Applicants: -

1. Users should heed the General Guidelines of Acceptable Use Policy at [http://www.vtc.edu.hk/infosec/undertaking\\_e.htm](http://www.vtc.edu.hk/infosec/undertaking_e.htm)
2. Users are responsible to notify their local technical support / representatives of any changes to their status using this form.
3. Users should immediately report any system security violation, or any suspected system security violation to their local technical support / representatives
4. Users should access the Internet/Network in a manner that is ethical, legal and not detrimental to others.
5. Irresponsible use of network resources including but not limited to electronic mail is prohibited. User must make sure that his/her email and all the mail attachments are virus-free.
6. Information Technology Services Division reserves the right to reject any application if it consists of any foul languages or other special meanings (e.g. director, postmaster, etc.)

For Approving Officer: -

1. Approving officer is usually the Division/Department/Section head of the requesting party. Any delegated approving officer should pass a copy of request form to their Division/Department/Section head for reference.
2. Approving officer is responsible to inform local technical support / representatives as soon as possible when the applicant leaving VTC.