



# REQUEST FOR COMPUTER ACCOUNT

## ACCOUNT TYPE:

**EXTERNAL:** (Also includes the remote access account - VPN). For use by any individual who does not have any contractual relationship with the IAC. The account is always assigned to a specific person and will be terminated upon completion of the association for which it was created. This type of account does not include an email mailbox.

Exceptionally, the creation of the email mailbox may be requested, with proper justification sent via email to [cau@iac.es](mailto:cau@iac.es), subject to authorization by the Security Officer.

**VPN:** For cases where only remote connection is required.

**ASSIGNED STAFF.**

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 (external to @iac.es domain)			

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)	Digital signature of the Guarantor (mandatory)	Digital signature of the Coordinator or authorized person (only for external accounts)
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## MAXIMUM TIME LIMITS:

The account (external or VPN) will cease to be valid when the association with IAC ends (visit, collaboration, contract, etc.) and, in any case, after 1 year from its creation.

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.