



**Government of Pakistan**  
**NATIONAL CENTRE FOR PHYSICS**  
**Account Login Request Form**

1. NCP ID Number

2. Date of Birth

(DD/MM/YYYY)

3. Nationality

4. NIC No.

5. Passport No.

(Foreigners only)

6. Name (Please fill in capital Letters):

a. Title (Mr/Mrs/Ms)

b. First

c. Middle

d. Last

7. Designation:

8. Building:

9. Floor:

10. Room No.:

11. Telephone Ext:

12. Write your department/branch

13. Email Address

14. Services required

Windows Login Account     Email Account     Print Quota     Linux (LDAP) Account

15. Specify time duration of stay (if any)

From:  To:

16. Laptop/Desktop MAC Address (if any)

17. Purpose of the IT account

18. Attach the proof of affiliation with NCP.

**Acceptable Use Policy**

Network/Internet/Printing services are provided by NCP for official/Academic & research purpose. Personal use of the computer or network shall not interfere with official work, nor should it violate acceptable practices or standards. Unacceptable practices in NCP network include, but are not limited to:

- Keeping weak account passwords or sharing of account password with others.
- Using official Email address to send emails for un-official purposes or forward discriminatory, questionable or inappropriate jokes, messages or comments.
- Viewing illicit/pornographic websites.
- Access, attempted or successful, to resources for which you do not have proper authorization.
- Any commercial or profit oriented usage of NCP network and web space.
- Misuse of printing facility.

**Consequences of Misuse**

Violations of the above terms of agreement may result in suspension of computing privileges, and disciplinary action.

**Account Expiration/Data Deletion**

User domain account/Email ID is disabled, once a person quits or no longer stays affiliated with NCP. However, email account and user data will remain available for the next the 03 months. After that all such information regarding that person will be deleted.

**Extension of the Guest Researchers**

Guest researchers who want to extend the use of IT services have to provide a document issued from CAAD department.

I have read all the terms above and i agree to follow the acceptable use policy. I also agree to promptly report all violations or suspected violations of information security policies to IT helpdesk.

\_\_\_\_\_  
Applicant Signature

**For Head of the Concerned Department**

\_\_\_\_\_  
Dept. Head (Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**For IT Department Use**

User ID: \_\_\_\_\_

Branch Head (Date & Name): \_\_\_\_\_

**IT Department Check List:**

- |                          |                          |                             |                          |
|--------------------------|--------------------------|-----------------------------|--------------------------|
| • Email Account          | <input type="checkbox"/> | • Linux (LDAP) Account      | <input type="checkbox"/> |
| • Windows Login Account  | <input type="checkbox"/> | • Print Quota               | <input type="checkbox"/> |
| • All Users Mailing List | <input type="checkbox"/> | • Departmental Mailing List | <input type="checkbox"/> |

\_\_\_\_\_  
IT Personal Name

\_\_\_\_\_  
Signature