



**User account application. Submitted to HR (office 7387).**

Preliminary information for the right to use university information systems.

Filled in by supervisor or authorised person.

(lomake 2016-1)

Further information: <https://uni.lut.fi/en/web/lut.fi-eng/id-instructions>

Continuation of existing account	
Username	Student ID number

Personal data			
Family name	Finnish social security number (if any)		
Given names	First name		
Home address	Postal code and municipality		
Current e-mail	Phone		
Nationality, if not Finnish	Native language, if not Finnish		
Gender  Male                      Female	Birth date of foreign national		
	Day	Month	Year

Information on position at LUT			
Office at LUT	Work phone		
Job title at LUT	Cost pool	Location, if not Lappeenranta	
Hourly-paid teacher	Intern	@lut.fi extend	Docent                      Non-military service
Visiting researcher	Pensioner	Grant	Intranet                      E-mail
Other role outside LUT (and purpose of the user right)			
Desired period of validity for user account (see instructions)	Starting date		
	Ending date		
Further details and annex, if needed			

Approval of supervisor	
Signature of supervisor or other authorised person	
Date _____	Signature _____
	Name in print _____
Signature of head of department or other authorised person	
Date _____	Signature _____
	Name in print _____

**Students cannot apply for a user account with this form.**

*The user accounts of enrolled undergraduate and postgraduate students are created automatically and can be retrieved from Origo or activated online at <https://tunnistus.lut.fi/aktivointi>.*

*The Centre for Training and Development applies for user accounts for its students from Information Services and Technology according to separate instructions.*

*The open university office applies for user accounts for open university students according to separate instructions.*

*The Student Affairs Office applies for user accounts for students completing an individual course or students with a flexible study right according to separate instructions.*

*In the cases above, the account can be retrieved from the Origo service desk or activated with an online banking ID at <https://tunnistus.lut.fi/aktivointi>.*

This form is filled out and forwarded to HR for the registration of user account data. The form is usually filled out by the person's supervisor, and the cost pool is confirmed by the signature of the person in charge of the cost pool. HR only accepts forms with such signatures. The signature of the person whose user account is concerned is only needed when the account is activated and the password given.

All of the fields must be filled out with sufficient accuracy. Especially the Finnish social security number must be written in full. Foreign nationals who do not have one fill out their birth date.

LUT staff and students have the right to use their university user account for purposes related to work, studies, teaching, research, or administration at the university. Other uses are prohibited without a separate agreement.

@lut.fi option can be used to continue n.n@lut.fi-mail address validity. Select the E-mail section also.

**The validity period of the user account is the period required to carry out the work in question. If no period is specified, the account may be valid for no more than a year - usually an academic year. As an exception, the maximum validity period for professors emeriti is three years and for docents five years (the duration of the term).**

The user account entitles the user to the information network resources of his or her cost pool, which must be taken into consideration when the cost pool is determined.

By checking the boxes "intranet" and "e-mail", the person receives user rights to the intranet and e-mail.

The form should be forwarded to the human resource secretaries well before the person's work begins. The form must also contain the required signatures. This will ensure that the user account is ready for use when the work begins and can be activated by visiting the Origo service desk or with online banking IDs at <https://tunnistus.lut.fi/aktivointi>.

Further information: <https://uni.lut.fi/en/web/lut.fi-eng/id-instructions>

**User account applications handled by:**

HR  
Office 7387  
[hr@lut.fi](mailto:hr@lut.fi)

Origo service desk  
Library, 3rd floor (room 13108)  
040 159 0777  
[origo@lut.fi](mailto:origo@lut.fi)