



The Open University of Sri Lanka

Excellence, Equity, Efficiency in Open Distance Learning.

Application Form for Requesting OUSL Domain Account

(This application is not required whether you have a OMIS or Wi-Fi accounts)

1	Name with initials	Prof/Dr/Mr/Ms	
2	Full Name		
3	Designation		
Permanent		Temporary	
Employee ID			
4	* If temporary appointment expires on		
5	Department/ Division		
6	Phone extension		
7	Mobile number		
8	*OUSL or personal email address		
<p>* If you belong to temporary staff, filling row # 4 is compulsory. *All above fields are mandatory fields</p>			

- ❖ OUSL internet is a university wide internet service provided by the open university of Sri Lanka (OUSL), managed by OUSL IT Division to its students/staff for the sole purpose of supporting better collaboration of users to the world through internet facility.
- ❖ OUSL internet is a free internet service intended for registered and active employees of the university.
- ❖ If and when an employment terminates for a particular year, the service will be terminated without prior notification.
- ❖ OUSL Data is maintained on the intention of providing a fair service to its entire community equally. There for following usage requirement should be maintained at every time. Failure to do so will terminate the connectivity temporally or permanently according to the violation
 - A fair usage Should be maintained at every time. High usage (direct streaming etc.) should not be used even for educational purpose.
 - OUSL Data should be solely used for "internet" and "email" through common standard ports-(http, https, POP3, IMAP, SMTP). usage of any other protocols (torrents, lime wire, ftp, etc.) will not be supported.
- ❖ OUSL Data network is not recommended using for critical activities and should contact IT division formally for any such activity at least prior to 48 hours (working hours).
- ❖ OUSL internet users are automatically agreed to adhere and respect intellectual property rights, thus violations such as illegal downloads, streaming and sharing is prohibited, and violations will be act upon immediately.
- ❖ While maintaining a respective service level, and allocated bandwidth, availability is not guaranteed and will changed time to time due to fair usage enforcement, beam forming etc.

- ❖ While respecting users privacy, usage will be monitored for the purpose of policy enforcement s and legal purpose
- ❖ Using OUSL internet for hacking cracking and interfering other users or services is strictly prohibited and will be subject to disciplinary action to be initiated through legal channels
- ❖ OUSL IT division has the sole right to implement any enforcement, service terminations temporarily without prior notification
- ❖ OUSL management will have the sole authority to implement, change, and remove existing and new policies permanently or temporarily at any given time without prior notification.
- ❖ OUSL internet is under the university IT usage policy and all related policies, thus will be superseded by then including all above mentioned points
- ❖ User accounts must be protected using strong passwords or according to other instructions. If there is a reason to believe that a password or another identifier has been compromised, the password must be changed or the use of the identifier prevented immediately.
- ❖ User accounts and their passwords may never be given to another person.
- ❖ Each user is responsible for all actions conducted using his/her ID. The responsibility also applies to situations where the ID is used by a party that received the necessary information and tools from the user, whether on purpose or by negligence.
- ❖ The use of another person's user ID is forbidden, even upon the user's own request.

Declaration: I hereby declare that, I have read, understood and agreed all above-mentioned points and above information furnished by me is correct to the best of my knowledge. I further undertake that I will use the OUSL internet facility for official/academic purpose only. I understand that my misuse of account may lead to actions against me as determined suitable by the university.

.....
Signature of applicant

.....
Date

.....
Head of the Department/Division's Approval

For office use only	
Approval for Recommendation	
..... Director IT Network Manager
User Name	
Password	
Login times	
Account Creation Date	
Account Expiry Date	
Created By:	
Name	
Signature	