



## Form for User Account

User		* = Mandatory task
First Name *	Last Name *	
Personal Number (YYMMDD-XXXX) *	External E-mail address	
Phone Number, mobile *	Phone Number, home	
Address	Postal Code and City	

Contact details are published in the email system's address book and on [www.hb.se/kontakt](http://www.hb.se/kontakt). Contact IT for changes and updates to address details. If you wish not to publish contact details due to protected identity or similar reasons, contact the HR department. Upon termination of employment, the account will be blocked, and content deleted after approximately one month. Extension occurs after notification from HR or the responsible person in your academy/unit.

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

To be filled out by the responsible manager		* = Mandatory task
Organizational Unit (XXXX) *	Responsible Manager's Name and Signature *	
Brief Description of the Assignment *		
Start date *	End date (max 1 year) *	
Room Number	Other information	

Create HB E-mail Address \*

Publish Contact Details at [hb.se](http://hb.se) \*

\_\_\_\_\_  
Responsible Manager's Signature \*

\_\_\_\_\_  
Datum

To be filled out by IT:		
Received (date & signature)	Order Completed (date & signature)	Users signature

### IT

E-mail: [it@hb.se](mailto:it@hb.se), Phone: 033-435 46 90, Visit: IT Servicedesk, B3, Balder, Allégatan 1.