**Application for a Support Consultant account (VPN / KI-login).**

A support account is for external consultants who need to log on to KI for support and maintenance of services and systems in KI. Applications must come from IT manager at the department or service manager at UF/IT department. The account is personal and a signature is required by the account holder as confirmation that he or she approves the contingent liability. The account is valid within the validity period of a maximum of 1 year. Then it can be extended one year after confirmation from the responsible clients. For support, accounts payable no extra cost, it is part of the IT invoice.

**Liability Agreement for Access to and Use of IT Resources at Karolinska Institutet**

This liability agreement covers IT resources and services owned or maintained by Karolinska

Institutet (KI). IT resources refers to computer resources, data networks, peripherals and accounts. Persons authorised to use the IT resources of KI are employees, doctoral students, students and guests who have been granted authorization or have, by some other means, been given permission to use the University's IT resources.

**The following applies to the authorised user:**

* Authorization and its associated resources are personal and may only be used by the authorised user. Passwords connected to authorization must be protected and may only be used by the authorised user.
* Authorization will be revoked at the end of the employment or equivalent at KI. KI has the right to withdraw any authorization that has been inactive for more than six months, unless there is an agreement otherwise, or connected to unauthorized use.

**The following applies to the use of IT resources:**

* All use of IT resources will be conducted in accordance with Swedish law and SUNET's regulations, as well as KI's regulations and guidelines. The regulations and guidelines for KI and SUNET, respectively, can be found at: <https://ki.se/en/staff/information-security> and [www.sunet.se](http://www.sunet.se).
* IT resources are intended for work connected to KI's activities. Limited private use is only permitted on the condition that it does not breach KI's ethical values and that ordinary activities are not disturbed.
* For example, the use KI's IT resources for the following is not permitted:

* + Downloading files or software which is not work-related.
  + Storing or distributing data or software which is not connected to your work at KI.
  + Searching, storing or distributing unauthorised material.
* IT resources must be protected against unauthorised access. Mobile items may not be left unattended.

**Monitoring and logging**

IT resources and data networks are monitored and logged. The logs are saved and archived in accordance with KI's regulations on screening and filing. If necessary, these may be used as evidence in the event of infractions. KI own the rights to all data connected to IT resources within the University. **If the authorised user requires exemption from this liability agreement, any exemptions must be documented and decided by the account holder's head of department, head of administration or equivalent.**

By signing this document, I acknowledge the above and undertake to keep myself informed of and act in accordance with Swedish law, as well as the KI regulations and guidelines for use of IT resources at KI. I am aware that irresponsible use and failure to follow these instructions may result in access to IT resources being revoked or in disciplinary and/or legal action being taken.

NOTE. only one attached application for support consultant account via email.

|  |  |  |
| --- | --- | --- |
| **Account usage:** | | |
| System consultant supports: | Klicka här för att ange text. | |
| Consultant Role: | Klicka här för att ange text. | |
| **Responsible for the application (IT manager at the department or service manager at ITA/ UF)**  **NOTE! Do not forget, if necessary, to complete your application with** [**Order opening firewall**](https://internwebben.ki.se/sv/it-sakerhet) **if you have trouble filling out the form, contact the operator of the server to get the right information.** | | |
| Institution: | Välj institution | |
| Name: | Klicka här för att ange text. | |
| Email address: | Klicka här för att ange text. | |
| Phone: | Klicka här för att ange text. | |
| Validity period: | Start Date | End Date |
| **Consultant Information:** | | |
| Company: | Klicka här för att ange text. | |
| Name: | Klicka här för att ange text. | |
| Email adress: | Klicka här för att ange text. | |
| Mobile phone: | Klicka här för att ange text. | |
| **Declaration by consultant:** | | |
| I have read and understood KI's set of rules and regulations, Guidelines on Information Security  (DNR 1-516/2013), which can be read on KI's internal web: <https://ki.se/en/staff/information-security> .  With my signature I certify that I have read and agree to the Ki’s contingent liability. I also agree to the conditions for the personal data processing (PUL).  ………………………………………………………………………………………………………………………  Signature  ………………………………………………………………………………………………………………………  Printed name  ……………………………………………. …………………………………………  Date City  Send this request to the IT Department by email it to [it-support@ki.se](mailto:it-support@ki.se) , or fax + 46 8 524 860 01  NOTE. only one attached application for support consultant account via email.  If you have any questions please call IT support at the IT Department +46 8 524 822 22 | | |