

Requesting an Affiliate Account

If you are working with the University of Greenwich (and are not a member of University of Greenwich staff) you can apply for a University of Greenwich Affiliate account.

To qualify you need to be affiliated with a Faculty or Directorate of the University. The Faculty or Directorate will process your application. Assuming your application is successful, you will be given access to services based on the type of work you undertake for the University.

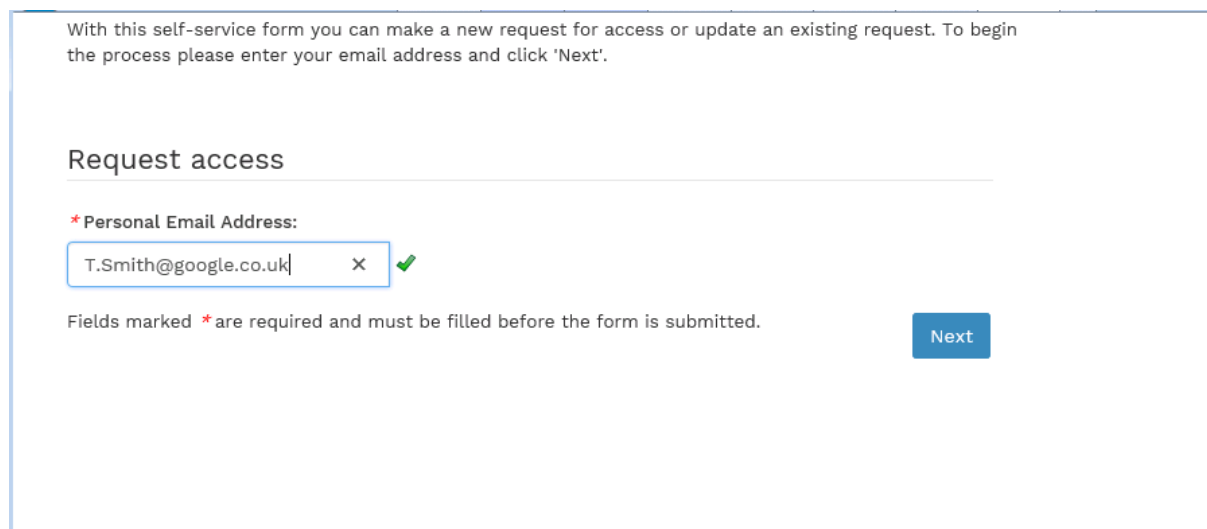
You should use this system to request an account if this is a new request or if your previous account has expired.

To do this go to <https://www.gre.ac.uk/it-and-library/admin-systems/arms> and complete the online form, as described below.

Step 1:

- Enter your email address.

Please note, we will use this email address to keep you informed about the progress of your request and to ask for information if needed.



With this self-service form you can make a new request for access or update an existing request. To begin the process please enter your email address and click 'Next'.

Request access

* Personal Email Address:

T.Smith@google.co.uk x ✓

Fields marked * are required and must be filled before the form is submitted.

Next

Step 2:

- Enter your chosen password twice.

Please note, you must remember your password in case you need to change any details at a later time. You will also need your password for logging in to the systems once your account is setup.

Your password must be at least 8 characters and contain different case letters and numbers or symbols but must not include your name (or any other information that someone could easily predict).

Once password matches, the Next button will be available

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Version: 1.1
Date: 12/06/2018



- press the **Next** button

Please complete the details below to request access. After your request has been processed your username will be sent to the email address you provide.

Good passwords are at least eight characters and include symbols, numbers and different case letters, but must not include your name (or any other information that someone could easily predict)

New Request

Personal Email Address: T.Smith@google.co.uk

* Please enter your new password twice below:

.....	✓
.....	✓

Fields marked * are required and must be filled before the form is submitted.

Cancel

Back

Next

Step 3:

- Fill in the **About you** fields.

Please enter the required fields.

In the **Preferred name** field, enter your preferred name if different from your first name.

To enter your Date of Birth, either select from the calendar view or enter the date in the format dd/mm/yyyy.

- Fill in **About Your organisation** fields

Enter all the details of your Affiliated Organisation (eg Partner College, Employer, Employment Agency etc) and your Occupation.

- Fill in **Reason** field.

Details of why you are applying, who is your University contact and any other details relevant to your application. If you do not fill in this information, we may not be able to verify you as a legitimate applicant and your application may be rejected.

- Press **Next** button

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About you

Courtesy Title:

Mr

* First Name:

Anthony

Preferred Name:

Tony

Middle Names:

Edward

* Family Names:

Smith

* Date of Birth (dd/mm/yyyy):

21/03/1984

Mobile Phone:

About your organisation

* Affiliated Organisation / Site:

Bexley College

Other Organisation:

Occupation:

Lecturer

Telephone:

Address 1:

1 South Lane

Address 2:

Town:

London

Post Code:

SE99 0AA

* Country:

United Kingdom

More

* Reason:

Working with Jack [McTavish](#) on the BA in Humanities and Social Sciences

Fields marked * are required and must be filled before the form is submitted.

Cancel

Back

Next

Step 4:

- Fill in **Affiliation Details** field.

In **Department**, select the University of Greenwich Faculty/Directorate and Department to which your affiliation is connected.

You must fill in this detail correctly. If you have any doubt, please ask your contact within the University of Greenwich for guidance.

In **Previous Username**, if you have had a University account before enter your username

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Please tell us which department you are applying to and if you have had access previously let us know your ID (e.g. Username).

Affiliation details

*Department:

Faculty of Architecture, Computing and Humanities → Department of History, Politics and Sc

Previous ID:



Fields marked * are required and must be filled before the form is submitted.

Cancel

Back

Next

Step 5:

- Click on the **Rules and Regulations for the Use of ICT** link to read the policy.
- Check **I agree to abide by the Acceptable Usage Policies**
- Press **the Register** button

Finally, before we can process your request, you must agree to abide by the terms of the Acceptable Use Policies. Please check the box to indicate that you have read, understood and agree to the terms of each policy.

[Rules and Regulations for the use of ICT \(opens a new window\)](#)

Acceptable Usage Policies

* I agree to abide by the Acceptable Usage Policies:



Fields marked * are required and must be filled before the form is submitted.

Cancel

Back

Register

The final screen indicates that your request has been received.

Thank you for your request. When your request has been processed you will receive an email containing your username and other details.

[Return](#)

We will use your email address to send details about your account or to contact you if we require any further information.