

**School of Cognitive Sciences**  
**Institute for Research in Fundamental Sciences**  
**Application for access to SCS-IPM Server**

This form must be completed by anyone requesting access rights to SCS-IPM server. A pre-requisite is for the individual to have requested been registered as a researcher in the School of Cognitive Sciences, IPM or any of the collaborating institutions. Requests for administrative access must be authorised by the Dean of the School and sent for further authorisation by the School IT Manager.

Access rights are granted only to the individual detailed in this form. Access must not be shared with others and it is not permitted to grant access to other accounts. An eight-character password, which is only known to the account holder, must be applied to the account. This account must not be used to run services or scheduled scripts on servers.

Access will only be granted where an approved proposal is available. If there are any questions regarding the security, they should be directed to the SCS-IPM manager.

The individual with access privileges must comply with all regulations of the Islamic Republic of Iran as well as that of the IPM.

SCS-IPM IT reserves the right to remove administrative access deemed to present a security risk to the IPM or Shahid Beheshti University IT infrastructure or considered to be damaging to the reputation of these institutions.

Confirmation of administrative access will be sent to the applicant via email.

**Application Process**

- 1) The applicant will download, print and complete the **access form** from the SCS-IPM website.
- 2) Applicant sends the access form to the SCS-IPM Dean for authorisation.
- 3) Authorized application will be sent to IT manager.
- 4) IT manager creates username and password which will be send in two separate emails to the applicant

Please note that all your activity on the server will be logged and monitored.

**Applicant Details**

Applicant Name: .....  
Mobile Tel.: .....  
Main Affiliation: .....  
Suggested username: .....  
Email Address: .....  
Project Title:.....  
.....  
Project PI:.....  
Amount of storage required(GB): .....  
Justification for the use of the serve and storage:  
.....  
.....  
Signed (applicant) ..... Date .....

**Authorisation by the Dean**

I confirm that the applicant is true and appropriate and hereby authorise that the applicant be granted access rights o SCS-IPM server.

Name.....Mojtaba Zarei.....  
Date .....  
Signed .....

*Dean of SCS-IPM*

**For IT Use only.**

I confirm that the applicant should be granted access rights to the requested server.

IT Manager:  
Name .....  
Date .....  
Signed .....

**Once the Dean has approved this request, the form should be returned to IT Manager.**