

Service Desk Online – Extend Computer Access

Overview

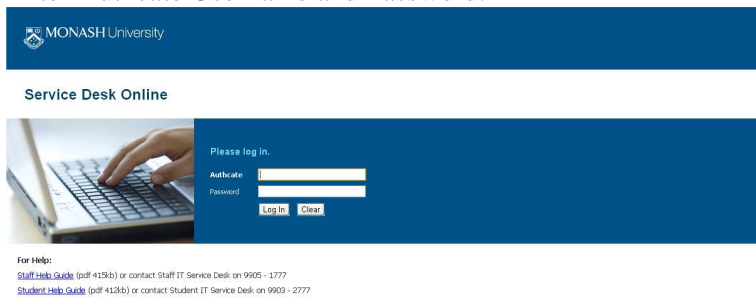
Introduction

Customers can submit their request to extend their computer account online at: <https://servicedeskonline.monash.edu>

Note: This request will go to your line manager for approval before being processed.

Procedure

Follow these steps to request an extension to your computer account.

Step	Action
1	Go to https://servicedeskonline.monash.edu in your browser.
2	Enter Authcate Username and Password. 
3	Select Advanced IT Services
4	Select Extend Computer Access
5	Complete the following fields: <ul style="list-style-type: none">• Authcate• Username• Personnel ID• Reason for Extension
6	Select Submit Note: This request will go to your line manager for approval before being processed.
