*Remember to save this document to your computer as (Name of your society) Storage registration YYYYMMDD (where YYYYMMDD corresponds to the date; 21/06/2018 would be shown as 20180621)*

*We need the username that is used to log onto a University Computer. If someone is not a member of Lancaster University as a student or staff then you will not be able to access the storage in Slaidburn House at this present time.*

Access Register

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| --- | --- | --- | --- |
| **First Name** | **Surname** | **Email address** | **Computer Username** |
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Please email your society storage access registration to [help@lancastersu.co.uk](mailto:help@lancastersu.co.uk).

We will take the individuals named above as those who should have access.

If you currently have access and would like to maintain this access your details should be recorded above again. If you are not on the most current list, your access will be revoked.