



The University of Sheffield Electronic Resources

Consultants and trainees may wish to apply for honorary status with The University of Sheffield in order to access electronic resources via The University of Sheffield MUSE gateway. Consultants, SpRs, Specialist Trainees, ACFs and Academic Foundation trainees with SCH receive an automatic honorary contract but the University Medical School will require the following information.

Step 1

You will need to provide this information

- Full name
- Date of birth
- Nationality
- Home address
- Contact phone number
- NHS email address
- A **supporting letter** from your Associate Director of Teaching, Medical Director or Medical Personnel to confirm involvement in undergraduate teaching. **This letter should also confirm your post title, place of work and the start and end date of your contract**

Email this information to:

Jennifer Newton
Faculty of Medicine, Dentistry & Health

e.mail : mdhstaffing@sheffield.ac.uk

Telephone: (0114) 222 8712

Step 2

A letter will be issued confirming your honorary status and you can then register with IT Services (formerly known as CICS), the University's IT Dept

This registration is necessary to request an account for the University's network, a MUSE account and an Associate UCard from IT Services

You may do this in person, by post or by email. You must provide IT Services with:

- a copy of the letter confirming your status
- a passport style photograph of yourself, if you attend in person they will take one for you
- return address for your card to be sent to you

UCards and Registration,
Computing Centre, University of Sheffield,
Hounsfield Road,
Sheffield. S3 7RF.

Telephone: (0114) 2221111.
Email: ucards-reg@sheffield.ac.uk,

Access to University of Sheffield electronic resources

Within 24 hours of receiving your card, you should be able to login and access electronic resources – if not ring IT Services to ask for help