

Murdoch University Systems User Account Application

APPLICANT'S DETAILS (The person requesting an extension)			
Murdoch Username: (Staff, Student or Person number)			
First name:			
Family name:			
Telephone number:			
Email address:			
Position Title:			
Division/School/Office:			
System to which access is required (Select ONE system only. You will need to complete a separate form for each system you require.)			
<input type="radio"/> Student Services (Callista) <input type="radio"/> Human Resources (Alesco) <input type="radio"/> Finance (Finance One / Business One)		<input type="radio"/> Commercial Services (FMMS) <input type="radio"/> Timetabling System (Celcat) <input type="radio"/> Customer Relationship Management (iMIS)	
Student Services (<u>Callista</u>) users only (select any that apply)			
<input type="checkbox"/> Academic/Inquiry User <input type="checkbox"/> Divisional Admin <input type="checkbox"/> Divisional Admin with Enrolment <input type="checkbox"/> Other (please specify) _____		If you are currently, or have previously been, a Murdoch University student, and you know your student number, please write it here: _____	
Finance (<u>Finance One / Business One</u>) users only (select any that apply)			
<input type="checkbox"/> Business One <input type="checkbox"/> Finance One <input type="checkbox"/> Standard Enquires <input type="checkbox"/> Standard & Customised Reports <input type="checkbox"/> Purchase Requisition <input type="checkbox"/> Delivery		<input type="checkbox"/> Financial Delegation (please specify) \$ _____ <input type="checkbox"/> Other (please specify) _____	
<ol style="list-style-type: none"> 1. I have read and understood, and will abide by, the "Standards and Guidelines for All Users of University Computing and Network Facilities" of Murdoch University's "Information Technology Security Policy". (http://www.murdoch.edu.au/admin/policies/itsecurity/). 2. I agree to access the system only as required in connection with my duties at the University. 3. I agree to strictly maintain confidentiality of any personal information held in the system. 4. I agree to not release any information prior to its official confirmation and release. 5. I agree to not reveal my password to any person. 6. I agree to not attempt to access or modify any data held in the system except as authorised. 7. I agree to comply with any additional directions issued by the System Custodian. 			
Signature:		Date:	

AUTHORISATION (by a MAIS Authorised Agent)

This form must be authorised by an appropriate person. Refer to the list of MAIS Authorised Agents (<http://www.murdoch.edu.au/wwwforms/mais/help/agents.html>) to determine who should authorise this form. If unsure, contact the iT Service Desk (Extn 2000).

Name of authorising person:

Division/School/Office:

I, a MAIS Authorised Agent, authorise this applicant's request to obtain access to the specified Strategic System.

Signature:

Date:

Please send the completed form to the office of the appropriate System Custodian.

System	Mailing Address	Telephone
Student Services (Callista)	Callista Helpdesk, Office of Central Student Administration	x 7500
Human Resources (Alesco / Concept)	HR Reception, Office of Human Resources	x 2430
Finance (Finance One / Business One)	Management Accounting, Office of Financial Services	x 2000
Commercial Services (FMMS)	Melinda Gorringer, Office of Commercial Services	x 6472
Timetabling System (Celcat)	Joel Chander / Yvonne Fang, Office of Commercial Services	x 6292 / x 7396
Customer Relationship System (iMIS)	Justine Taylor, Office of Development and Alumni	x 7281

AUTHORISATION AND PROCESSING (by the System Custodian)

The request for access must be authorised and processed by the application or system custodian.

Name of System Custodian:

Name of Applicant:

Username created for applicant:

Citrix Access provided for applicant?

YES | NO

I, the System Custodian, have processed this applicant's request and given the applicant access to the specified Strategic System.

Signature:

Date:

System Custodian: Please file this form in a secure location.