

- Please complete **Section A**.
- Forward this form to your appropriate Manager / Supervisor for completion and authorisation (**Section B**).
- The completed form should then be sent via the Service Desk portal servicedesk.federation.edu.au for processing (**Section C**).

Note: if your account is locked or your password has expired, contact the Service Desk on ext. 9999.

SECTION A: User Profile

This application is for: New user Change of Position/Role Additional Access

Personal Details:

Name:

Position:

Faculty/Section/
Partner Provider:

email:

FedUni login:

Phone:

Confidentiality Agreement:

fdlGrades is a secured information system containing official University records. As a registered user, it is your responsibility to maintain the University policy of confidentiality of student information. Any data that you extract from or access within fdlGrades, for example personal details, pages, results, reports must be treated as confidential and managed accordingly. Your username and password are unique and must not be divulged to any third party. Any breach of confidentiality will be taken seriously.

I have read the confidentiality agreement above and understand my responsibilities

Signature

Date

SECTION B: Roles, Functions and Access Level

Indicate one option only:

See function table

Please indicate



Lecturer

Admin (Basic) Administrative access

Admin (Intermediate) High level administrative access

Admin (Advanced) Full access to add/update all functions. Restricted only to high level fdlGrades Administrators

Function/Task specific roles:

Read-only (Class / Student)

Read-only (Partner)

Read-only (Student)

Applications (international only)

Partner Admin

Application Rejections

Application SVPs

Enrolment

Mentor (Student)

Reason for requesting access:

Notes:

Function / Module	Admin (Advanced)	Admin (Intermediate)	Admin (Basic)	Read-only (Class/Student)	Read-only (Partner)	Read-only (Student)	Partner Admin
Applications	NA	NA	NA	NA	NA	NA	NA
Class Assessment Marks / Grades	AU	AU	RO#	RO	RO*	NA	NA
Class Assessment Tasks	AU	RO	RO	NA	NA	NA	NA
Class Lists	AU	AU	RO	RO	RO*	NA	AU*
Course Coordinators / Moderators / Lecturers	AU	AU	RO	NA	NA	NA	AU*
Course Descriptions	AU	RO	RO	RO	RO*	NA	RO*
Course Outline Standards / Competencies	AU	RO	RO	RO	RO	NA	RO
Course Outlines	AU	AU	RO	RO	RO	NA	RO
Courses / Requisites	AU	RO	RO	RO	RO	NA	RO
Credit	AU	AU	AU	NA	NA	NA	AU*
CS refreshes	AU	NA	NA	NA	NA	NA	NA
Exams / Tests	AU	RO	RO	NA	NA	NA	RO*
Graduations	AU	NA	NA	NA	NA	NA	NA
Guidelines eg. Course Description / Outline	AU	NA	NA	NA	NA	NA	NA
Industry Placements	AU	NA	NA	NA	NA	NA	NA
Intervention	AU	AU	AU	NA	NA	NA	AU*
Letters	AU	AU	AU	NA	NA	NA	NA
Locations	AU	NA	NA	NA	NA	NA	NA
Mentors	AU	AU	NA	NA	NA	NA	AU*
Moderation	AU	AU	NA	NA	NA	NA	NA
Partners	AU	RO	RO	NA	NA	NA	NA
Programs	AU	RO	RO	RO	RO	NA	RO
Results (Students / APC)	AU	NA	NA	NA	NA	NA	NA
Results Amendments (CRA)	AU	AU	AU	NA	NA	NA	NA
Results Export	AU	NA	NA	NA	NA	NA	NA
Student Attributes	AU	RO	RO	RO	NA	NA	RO*
Student Plans	AU	AU	AU	RO	RO*	RO	AU*
Term / Academic Calendars	AU	RO	RO	RO	RO*	NA	NA
Users	AU	RO	RO	NA	NA	NA	NA
Warnings and Alerts	RO	RO	RO	NA	NA	NA	RO*

Legend: **AU** = Add, Update **RO** = Read-only **NA** = No Access **#** = except 'AD', 'TD', and 'ZN' ***** = Limited by Location

Authorisation

This form must be authorised by one of the following Federation University Australia positions: Pro-Vice-Chancellor / Deputy-Vice-Chancellor / Head of Faculty / Head of Section / Faculty Manager / Manager.

- Please specify the Faculty / Disciplines to which access is required:
- The following specific disciplines (please list either names or disciplines)
 - All disciplines within the Faculty/School
 - All (only to be used for cross Faculty positions)

Name – Please PRINT

Position/Title

Signature

Date

SECTION C: Creation of profile

This section is to be completed by the access administrator and sent to the Service Desk quoting the original call ID.

User notified Student Systems notified by email to: bst.studadmin@federation.edu.au

Date: