

**Application for User Access**

**InPlace | Student Placement System**

Please complete (Section A) then forward this form to your appropriate Manager/ Supervisor for completion and authorisation (Section B). The completed form should then be logged via the **ITS Service Desk Portal** for processing. Access will be assigned and then the applicant will be advised by the Service Desk when it has been processed.

**Section A : User Profile**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **This InPlace application is for:** | | | |
| [ ] New User | [ ] Change of Position / Role | | [ ] Additional Access |
| **CONFIDENTIALITY AGREEMENT** | | | |
| InPlace 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 information. Any data that you extract from InPlace or access with InPlace, for example pages, results, reports, address labels must be treated as confidential and managed accordingly. Your User ID 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. | | | |
| **Applicant Details** | | | |
| Title : | Name: | | |
| University Log-in : | | | |
| Position : | | | |
| Faculty (please tick appropriate box) | | Campus: | |
| [ ] Education | [ ] Business | | [ ] Science & Technology |
| [ ] Health | [ ] FedUni TAFE | | [ ] Federation College |
| [ ] Non Faculty – Other (Please specify) | | | |
| Discipline – Please specify | | | |
| Email : | | | Phone ext : |
| Signature : | | | Date : |

**Section B : Roles, Functions and Access Level**

To be completed by your Faculty Manager/Manager/Head of Section

|  |  |  |
| --- | --- | --- |
| **Role Profile** | | |
| **Faculty**  [ ] Placement Co-ordinator  [ ] Placement Supervisor (Mentor)  [ ] Academic  [ ] School Administrator (Head of  School or Business Manager) | **Non Faculty**  [ ] System Administrator (ITS or  Student Systems Support)  [ ] System Owner  [ ] Read only / Reporting | |
| **Authorisation**  This form must be authorised by one of the following positions : the Vice Chancellor / Pro-Vice Chancellor / Deputy Vice Chancellor/Executive Dean / Head of Section / Faculty Manager (VET applications) / Manager | | |
| Name : | | Position : |
| Signature : | | |