

- 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:

FedUni Login:

Email:

Phone:

Confidentiality Agreement

The Timetabling systems are secured information systems containing official University records. As a registered user, it is your responsibility to maintain the University policy of confidentiality of timetabling and student information. Any data that you extract from or access within the timetabling systems, for example students personal details, timetable details, reports etc. 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

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

Access Required				
Higher Education	TAFE			
<i>Please specify the teaching areas you require access to e.g. Engineering</i>				
Systems and Access Level				
System	Access Level			
	Staff Availability	Education Manager (TAFE)	Course Coordinator (HE)	Program Coordinator (HE)
Timetable Data Collector				
	Adjust Staffing	Adjust Locations		
Timetable Class Adjustor				
	Room Approver	Room/s		
Web Room Bookings				
	Viewer	Maintainer	Administrator	Manager
Enterprise Foundation				
Other Access Required:				
Authorisation				
This form must be authorised by one of the following positions: the Vice-Chancellor / Pro-Vice-Chancellor / Deputy-Vice-Chancellor / Head of Faculty / Head of Section / Faculty Manager / Manager				
Name:				
Position:				
Signature:				
Date:				

Section C: Creation of Profile

To be completed by access administrator

	Account Created/Updated
	User Notified
Date:	