Application for Multiple Individuals to Access myUNSW

Who is this form for?

This form is for the Head of School to nominate academic staff members who require access to myUNSW academic administration services (Academic Admin tab) at UNSW. Staff members will already have myUNSW access to view the Employee Self-Service tab. When you have completed it, please fax it to The Security Administrator on 9385 1537 then send this original form through the internal mail to The Security Administrator, UNSW IT Servicedesk, 1st floor Library Building.

Please note: Allow up to 5 days for your application to be processed. NB: INCOMPLETE FORMS WILL NOT BE PROCESSED. They will be returned to the Head of School to provide required details.

For enquiries relating to myUNSW access please contact the UNSW IT Service Desk on 9385 1333 or email servicedesk@unsw.edu.au

1. Head of School Details (Please print in CAPITAL LETTERS)

Title (Dr, Mr, Ms etc):

Family Name:

Given Name:

School/Department/Unit:

Employee Number:

Email:

Telephone Extension:

2. Access Requirements: (Please tick the appropriate boxes). Academic Inquiries access is restricted to staff with an academic administration role in the school

Lecturer:

Sample Services:

Teaching Schedule

Schedule of Classes in NSS

Course Rosters (lecturer view)

Class Rosters (lecturer view)

Academic Inquiries:

Advisor Statements

Class Schedule (student view)

Course/Grade History (by term)

Enrolment Summary (limited)

Holds/To Do (action items)

Service Center:

Current Address

Current Email/Phone

Enrolment Summary (limited)

Holds/To Do (action items)

3. Staff Details

Family Name

Given Name/s

Employee ID

Email Address

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[Checkboxes for Lecturer, Academic Enquiries, Service Centre staff]

4. Signature and Date

I have distributed the NSS Terms and Conditions of Access and the staff listed have agreed to continue to abide by them.

Signature: _____________________________ Date: _____________________________

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The user: The owner of the assigned "User-ID"  ITS: UNSW IT Servicedesk

Admin Systems: NSS Administrative computing resources, facilities, data, information, networks and software

Conditions
1. The user may only use those resources, facilities and data in respect of which authority has been given.
2. Admin Systems are to be used only for University business that is within the user's normal duties.
3. The user must not, otherwise than in connection with the lawful exercise of his or her official functions, intentionally disclose, collect or use any personal or confidential information about another person to which the user has or had access.
4. Admin Systems are not to be used to interfere with other users. The user must not use any account set up for another user. Users should not copy, disclose, transfer, examine, rename, change, add to or delete software, data or information belonging to another user without the user's express permission.
5. Password(s) or Personal Identification Number (PIN)(s) are not to be revealed to anyone and no attempt to find out the password or PIN(s) of any other user is to be made.
6. The user should not assist others to use Admin Systems unless this is within the user's normal duties.
7. Admin Systems are not to be used to send obscene, offensive, fraudulent, threatening, repetitive or harassing messages.
8. University facilities are not to be used in breach of the terms of any software license agreement.
9. The user is to abide by Federal and NSW State government copyright, privacy and protected disclosure legislation.
10. Admin Systems are not to be used for the purpose of profit making or commercial activity without the express permission of both the owner of the resource, facility, data or information and the Manager of the Admin systems or nominee.
11. The user may not attempt to modify Admin Systems unless this is an explicit function of the user's normal duties.
12. The user may not attempt, other than by official request to the ITS to obtain extra resources or downgrade the performance of any system.
13. The user must make reasonable efforts to ensure the security of the physical and logical means of access provided to Admin Systems.
14. The user may not attempt to subvert the security or restrictions associated with Admin Systems including other accounts, network services or software.
15. Any device connected to Admin Systems is to be logged off when not in use.
16. The user must report to the Chief Information Officer, UNSW IT Services or nominee, any suspected breach of these conditions.

Violation of any of the above conditions will be considered as a breach of rules of conduct for access or use of administrative computing resources, facilities, data or information and may be punishable by denial of computing facilities, disciplinary action or legal proceedings.