



Student Development International

Application for Access to Provider Registration and International Student Management System (PRISMS)

INFORMATION FOR STAFF REQUIRING ACCESS TO PRISMS

Please complete the form and email to international.student@unsw.edu.au.

Authorised Users' Personal Information

To enable Providers to use and record information in PRISMS, the Department collects and records personal information from representatives of Providers to authorise access to the system. If you are a representative of a Provider and have been nominated to be an Authorised User of PRISMS, the following personal information will be collected from you: your name, date of birth, work email address and work phone number. If this information is not collected, you will not be granted access to the system. Your personal information will be used for the purpose of managing PRISMS and may be made available to DIBP in relation to managing PRISMS and administering the ESOS Act and the Migration Act 1958 (Cth). Your personal information may also be used for any purpose directly related to PRISMS or any other purpose required or authorised by law.

Please allow up to 5 days for your application to be processed.

PERSONAL DETAILS

Family Name	<input type="text"/>	Staff ID	<input type="text"/>
Given Name	<input type="text"/>	Email	<input type="text"/>
Phone Number	<input type="text"/>	Job Title	<input type="text"/>
Division/Faculty/School	<input type="text"/>	Manager	<input type="text"/>

Please select the PRISMS access required from the following options
(Please refer to the following information regarding level of access)

- CoE Administrator Access (Highest Level)
- CoE Create Access
- CoE Agent Access

LEVEL OF ACCESS

CoE Administrator Access (Highest Level)

This level of access is available to a member of a Provider's staff who has been nominated by the Principal Executive Officer or a delegate of the Provider. With Administrator Access, the user is able to save, create and approve CoEs using the one process. Users with Administrator Access are also able to approve CoEs that have been created by other users. Only users with Administrator Access are able to cancel or report on CoEs once they have been approved.

CoE Create Access

This level of access is available to a member of a Provider's staff who has been nominated by the Principal Executive Officer or a delegate of the Provider. With Create Access, the user can create a CoE that will be placed in a queue pending approval by a user with Administrator Access. The user can also view CoEs created by other users from the same Provider.

CoE Agent Access

This level of access is available for agents who have been nominated by the Principal Executive Officer or delegate of the Provider. With Agent Access, the user can create a CoE that will be placed in a pending queue for approval by a user with Administrator Access for that Provider. Users with Agent Access are only able to view CoEs created by their own Login ID.

CONDITIONS OF ACCESS AND USE

1. Access will be granted by Department of Education and Training only to an individual (Authorised User) who is either a Provider or someone who is authorised in writing by a Provider to use PRISMS on its behalf and a copy of the authorisation is provided to the Department of Education and Training.
2. The authorised user must:
 - use the Login ID (Your unique Email Address) and Password for issuing bona fide electronic confirmations of enrolment or reporting as required under the ESOS Act 2000
 - keep the Password secure
 - keep the Password reset Question and Answer secure
 - not divulge a Password or Password reset Question and Answer to any other person
 - notify the Department of Education and Training immediately if a record of a Login ID (Your unique Email Address) and Password or Password reset Question and Answer is lost or stolen; or the Authorised User or the Provider is aware or suspects that a person other than the authorised user knows the Login ID and Password or has used a Login ID and Password without authority
3. UNSW (Student Development International) will notify the Department of Education and Training immediately if an Authorised User ceases employment with UNSW or is no longer authorised to use PRISMS
4. The Department of Education and Training may remove or suspend access to PRISMS at any time without notice if the Department of Education and Training believes it has been used other than for bona fide purposes of electronic confirmation of enrolment or reporting or if the Department of Education and Training is of the opinion that any of the above conditions may have been breached.
5. If access to PRISMS is cancelled or suspended, the Department of Education and Training will only re-instate access if it is satisfied that the Provider has taken steps to ensure that the misuse of PRISMS, or breach of the above conditions, is not likely to re-occur.
6. The Commonwealth, as represented by the Department of Education and Training, will not be liable for any loss or damage, including consequential loss or damage, suffered by the Provider or any other person in relation to use or inability to use the Login ID, the Password or PRISMS.

I have read the PRISMS Conditions of Access and Use and agree to abide by them

Name

Signature

Date

MANAGER'S APPROVAL

I approve the above request for PRISMS access

Family Name

Staff ID

Given Name

Phone Number

Email

Job Title

OFFICE USE ONLY

Date Received

Date Processed

Signature