

Who is this form for?

This form is for staff with the role of **TELT Administrator** in a Faculty or School.

The **TELT Administrator** role assists with setting up modules, course design and development, management of templates, and course content recycling from one semester to the next.

The **TELT Administrator** role provides the ability to self-enrol as an “Instructor” in all modules within the Faculty or School. The instructor role provides access to all student data, including the ability to modify grades in the Gradebook and to add, delete and modify content in the module.

Requests for School level access require the approval of the relevant Head of School. Faculty level access requires the approval of the relevant Dean, Associate Dean Education, or Faculty General Manager.

Please return the form or forward any enquiries relating to access to teltadmin@unsw.edu.au.

Applicant Details

Level of access required (select only one):

Faculty (specify): _____

School (specify): _____

Given Name:	Family Name:
Email:	Employee Number:
Telephone:	I wish to have my name included on a publicly available list of TELT Administrators <input type="checkbox"/> Yes <input type="checkbox"/> No

Approval

I agree that the role in UNSW Moodle is required by the listed staff and give my approval for access.

Head of School Associate Dean Education:

Name: _____

Signature: _____

Date: _____