

Vā ^cæà|^ Access Request Form



Staff Member

First name

Last name

JC/Staff Number

Directorate/Division

Name College

Contact information

Phone

Email address

Access Type

Timetabler full access

Authorisation Manager access

Timetabler CP only access

Report Manager access

Signed (Manager/Dean or nominee)

Date

Name/Position

Office Use ONLY

Training completed? Yes No Date

Entered Yes No Report Manager access requested through Help Desk - ADSplusReports group? Yes No

Signed

Name/Position

Date

Notes