



Request for Access to the Student Admin System

Please complete the form and email to Student Business Systems: sbs.help@anu.edu.au

1. Applicant Details

- New User
- Existing User

University ID

Surname

First Name

Position

Telephone

College/Division/Area

Academic Organisation

Casual Employee Start Date End Date (End date must be provided)

2. Role Selection

I require the same access as: Name: University ID

OR please select the appropriate role from the list.

Is a second role required? If so please select the role:

- I require the following additional Access:
Only 5 staff may have P&C (Publish) per College
- Programs and Courses (Edit)
 - Programs and Courses (Publish)
 - Cashiering
 - Other

If this is not your only position within the University, please provide details:

3. Applicant Agreement

I have read, understood and agree to abide by the conditions detailed in the following policies and procedures:

- Acceptable Use of Information Technology: https://policies.anu.edu.au/ppl/document/ANUP_001222
- Account Management and Access: https://policies.anu.edu.au/ppl/document/ANUP_000709
- Privacy Policy: https://policies.anu.edu.au/ppl/document/ANUP_010007

Signature Date

4. Authorisation by Supervisor (College/School administrative staff require approval by College Student Admin Manager)

Supervisor University ID Supervisor Name

Supervisor Signature Date

(College/School administrative staff require approval by College Student Admin Manager)

College SAM University ID College SAM Name

College SAM Signature Date