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| **UNIVERSITY CONTRACTS REGISTER**  **USER ACCESS REQUEST FORM** | |
| USER DETAILS | |
| Name of Person Requiring Access: Click here to enter text. | |
| Email of Person Requiring Access: Click here to enter text. | |
| School/Branch/Faculty: Click here to enter text. | University ID number: Click here to enter text. |
| Position: Click here to enter text. | Date of Request: Click here to enter a date. |
| ACCESS DETAILS | |
| **Organisational level at which access is required**  There are 2 levels of access available. Select one only.  **Level 1 (Faculty / Division Level)**  *User will have access to all Schools / Branches / Units within the selected Faculty / Division.*  Please select from the options below:  Select a Faculty/Division. | **Type of access required**  Select one only.  Full User access  (*user can add & edit contract entries)*  Read Only access  *(user can view but cannot add / edit)* |
| **Level 2 (School, Branch or Unit Level)**  *User will only have access to the nominated School, Branch, Unit or Research Institute*  Please specify School, Branch, Unit or Research Institute (more than one can be listed):  Click here to enter text |
| AUTHORISATION | |
| Authorisation must be given by the head of the selected organisational level (eg. If Level 1 selected: VC, DVC or Executive Dean must approve. If Level 2 selected: Head of School / Branch / Unit or must approve).  **Authorising Head Declaration**  I authorise that the above named person be given access to the University Contracts Register as requested above. | |
| Name & Title: Click here to enter text.  Signature………………….………………………………………Click here to enter a date. | |
| Please scan and email completed form to [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au).  For inquiries, please contact Legal Services Branch on 8313 0458 or 5185. | |
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