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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.For inquiries, please contact Legal Services Branch on 8313 0458 or 5185. |
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