



Advance User Access Request Form Bio Inquiry Access Only -New Users

This form must be completed and the appropriate approval obtained before access could be given to a user.

Personal Details

Name : _____
Last Name (please print) First Name Middle Names Title

Position : _____

Department/ : _____ Faculty/ : _____
Unit Division

Campus : Berwick Caulfield Clayton Gippsland
Parkville Peninsula Sunway Malaysia

Email Address : _____ Phone : _____

User Details

1. Why do you need to use the Advance system?

2. How is it relevant to your work?

3. What do you expect from the use of the system?

4. Are you a Callista User YES NO

Note It is mandatory for all new users to attend the Introduction & Navigation training session before login access can be given to the Advance system.

Declaration by Staff Member

I understand that access to use the Advance system is subject to appropriate approval obtained. I will comply with all legal requirements and University policies on matters of privacy, including the laws relating to the collection, use and disclosure of personal information (refer: www.privacy.monash.edu.au). I understand that if I breach any of the above requirements, I will be liable for this breach and it will be regarded as a serious breach of my contract of employment with the University. I understand that the University may take appropriate disciplinary and/or legal action, for such breach.

Signature

Date

Contact Ext No

Authorisation by Organisational Unit

Signature 1

Supervisor

Date

Please Print Name _____

Signature 2

Head of Unit

Date

Please Print Name _____

Authorisation by Development Database Services

Rights Group :

Advance ID : _____

UserGroup :

Authorised by – Print Name

Date

Action Taken By – Print Name

Date

Please return this form to
Business Systems Services, Advancement Division
Bldg 58, Room G04
Clayton Campus