Access Request Form Faculty Data Capturers - (PS05)

Note

- This form may be accessed on the Student Systems Support (SSS) website
http://www.sss.uct.ac.za/sss/calendar/bookings or http://www.sss.uct.ac.za/sss/docs

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I, _____, hereby declare that I am a bona fide student systems user and I agree to abide by the following university regulations:

- **All information is strictly confidential and will be used for internal purposes only.**
- **Training uses real data; it is a necessary requirement that the privacy of data on individuals is respected in training or production environments.**
- **I will not release student information to the general public.**
- **I will ensure that adequate security measures are adhered to when accessing information.**
- **I will not leave my computer unattended while logged on the system.**
- **I will not disclose my password nor will I access the system under a false name or password.**
- **I will not attempt to access files to which I do not have rights, and I will not circumvent the security features designed into the system.**
- **I will use the system for official business only.**
- **I will notify Management in case of any security breach incident.**
- **I consent to the monitoring of my use of the systems.**
- **I understand that if I or my User ID is suspected of misuse or abuse, investigation may be undertaken and disciplinary action may follow.**
- **I have read and understood the above agreement policies and guidelines.**

- **Registration protocol:**
  1. **I have been trained on the business process and system use for registration.**
  2. **I understand and accept that:**
     - **All registration and course changes need to be captured live. Forms must not be separated from the student presenting them for capture until the whole transaction has been successfully completed. I am responsible for the safe keeping of all forms I capture.**
     - **Problems and blocks must be escalated, and Negative Service Indicators must be observed.**
     - **No back dating is allowed without written authorization from the Faculty Manager.**

Applicant Signature:		Date:

Applicant details

Title: Ms/ Mr/ Mrs/ Mx		Surname:		First name:		
Position/Job Title:			Staff/Student number:			
Email:						
Telephone:			Mobile:			
Room Number:			Faculty:			
Building Name & Campus:			Have you studied at UCT in the past?		Yes	No
Are you a current UCT student?	Yes	No	If you do have a staff or student number, what is your user ID?			
Are you a temporary staff member?	Yes	No	What is your start and end date of employment at UCT?		Start:	
					End:	

Updated August 2019 Return form to:
The End User Support Administrator,
Email: sss-helpdesk@uct.ac.za

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Section to be completed by line manager

I, _____, as Head of Department / Line Manager confirm that:

The requested training and resultant access to information and functionality on the system is in accordance with this applicant's departmental responsibilities;

I understand no access will be given if this form is not submitted completely and accurately;

I will free up the applicant to receive training in accordance with his/her departmental responsibilities;

I accept that the fund number _____ and cost centre _____ can be debited as a "no show" penalty.

An amount of R500 will be charged if training is missed, or withdrawn from, less than forty-eight hours in advance.

Line manager responsible for approving system access as requested

Authorised by (Name and Surname):	
Date:	
Signature:	
E-mail address:	

Note

- **A user will not be granted access to the Student Information System if they have not attended the necessary training.**

- **It is the responsibility of the user to ensure that they are booked on the training.**

- **See the Student System Support web site http://www.sss.uct.ac.za for information such as the Student Information System training calendar, booking procedures, venues, directional maps and contact details.**

FOR OFFICE USE ONLY			
	Full Name	**Date**	**Signature on completion**
Profile Created/Modified			
Roles updated			
Row level security updated			
Account Changes Active			
User informed			

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Email: sss-helpdesk@uct.ac.za

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