Student Systems training booking form (PS01)

 Note

- This form may be accessed on the on the UCT website http://www.forms.ac.za/forms.htm and 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

- If you require access to the Business Objects system, Content Management System (CMS), Customer Relationship Management system (CRM), Perceptive Content System or Mercury System (MER)

- In addition to the declaration below, UCT is bound by the POPIA Act. Please familiarize yourself with legislation *Protection of Personal Information Act (POPIA) | University of Cape Town (uct.ac.za)*

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 understand that my access to the system may be revoked if there is evidence of negligence or misuse.**
- **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.**

Applicant Signature:		Date:

Applicant details

Title: Ms/ Mr/ Mrs/A/Prof/Prof/Dr	Surname:	First name:
Position/Job Title:	Staff number:	
Email:		
Telephone:	Mobile:	
Room Number:	Network ID:	
Department:	Department Org. Code:	

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:
What is your student number if you			Please provide your maiden (or different) name, if you studied at UCT under a	

are a current or past student?		different name in the past	

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 detail**

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