The University of Southern Queensland

SYSTEMS ACCESS FORM

AUTHORIZATION FOR ACCESS TO PEOPLESOFT

COMPLETE AND RETURN FORM TO: STUDENT SYSTEMS, STUDENT MANAGEMENT DIVISION, B BLOCK

Students & Communities Division

Student Management Office, Student Administrative & Academic Support, Graduations, Examinations, Marketing & Student Attraction, USQ International, Student Support & Retention, Fees & Remissions, Student Services, Marketing & Alumni Services, Residential Colleges Administration

PERSONAL DETAILS: ❒ **New Employee** ❒ **Existing Employee** ❒ **Moved to New Position**

Full Name: _____ Employee ID: _____

Faculty/Dept: _____ User Name: _____

Email Address: _____ Telephone: _____

SUPERVISOR/ DEPT HEAD: Name: _____ Sign: _____ Date: ___/___/___

Tick boxes for access required under appropriate department.

Marketing and Student Attraction

Domestic Admissions

❒	Manager (Domestic Recruitment)
❒	Senior Student Relationship Officer
❒	Student Relationship Officer
❒	CRM Administrator
❒	CRM Administration Coordinator

Marketing

❒	Marketing staff

USQ International

International Admissions

❒	Manager (International Recruitment)
❒	Senior Student Relationship Officer
❒	Student Relationship Officer
❒	Student Relationship Officer – International Sponsor Engagement & Research Partnership

Marketing

❒	Marketing staff
❒	Marketing Officer - International Sponsor Engagement & Research Partnership

Student Administrative and Academic Support

Student Systems

❒	Manager (Student Systems)/Student Systems Coordinator
❒	Senior Systems Support Officer/Systems Support Officer

Functional Support

❒	Senior Functional Analyst
❒	Functional Analyst

Updated 15/08/2012

Compliance and Reporting

❒	Compliance and Reporting Coordinator/Officer

Graduations

❒	Graduations Coordinator
❒	Graduations Officer

Examinations

❒	Exams & Assessments Coordinator/Senior Exams & Assessment Officer
❒	Exams & Assessments Officer/Assistant

Student Support and Retention

❒	Manager (Enrolment & Student Support)
❒	Student Relationship Coordinator/Senior Student Relationship Officer
❒	Student Relationship Officer
❒	Enrolments Coordinator
❒	Enrolments Support Office/Assistant

Fees and Remissions

❒	Manager (Fees & Remissions)/Fees Coordinator
❒	Fees and Remission Officer

DVC/Student Students & Communities Office

❒	PVC Student Management Office Staff
❒	Senior Partner Performance Coordinator
❒	Partner Performance Coordinator
❒	Query Basic
❒	Student Experience Coordinator
❒	Compliance Coordinator
❒	Alumni & Advancement Staff

Student Services

❒	Student Enquiry only
❒	Director Student Services/Manager (Student Equity & Disabilities)
❒	Manager (Careers & Employment)/Employment Service Liaison Officer/Career Development Practitioner
❒	Disability Resource Officer/Technical Support Assistant
❒	Scholarship Officer/Scholarship Assistant
❒	Graduate Transition Consultant

Marketing

❒	Director Marketing Services
❒	Internal Brand Coordinator
❒	e-Marketing Officer
❒	Events Coordinator/Officer
❒	Website Manager/Publishing Coordinator

Residential Colleges Administration

❒	All Residential Colleges Administration Staff

MANAGER STUDENT SYSTEMS SIGN: _____ DATE: _____/_____/_____

DIRECTOR (SAAS) SIGN: _____ DATE: _____/_____/_____

STUDENT ADMINISTRATIVE AND ACADEMIC SUPPORT OFFICE USE ONLY

OPERATOR ID: _____ EMPLID: _____ STUDENT SYSTEM/DELEGATE: _____

I have verified that the user has received and/or will have access to the appropriate roles. DATE: _____/_____/_____

1 _____ 2 _____ 3 _____

PS: ❒ Email: ❒

Updated 15/08/2012