

# SiMs & myUNSW Access Request Form

## IMPORTANT INFORMATION

Eligible UNSW staff members may use this form to request new or amended access to the SiMs and myUNSW Academic Admin systems.

In adherence with the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), access to these systems is awarded on the principle of least privilege and must correspond to the minimum access required to perform the operational functions of the applicant's position.

***Applicant*** – Please complete all mandatory fields in Sections 1 – 4, save a copy of this form, and forward (via email) to your Manager and/or Approver.

***Manager (Approver)*** – Check the request, and if approval is granted, complete Sections 5 & 6. Then, submit the form by selecting the “**Submit to IT Service Centre**” button on Page 3 of this document.

***Please allow up to 5 working days for the application to be processed.***

*For specific or technical enquiries about SiMs access, please email [SISEnquiry@unsw.edu.au](mailto:SISEnquiry@unsw.edu.au)*

*If the “Submit to IT Service Centre” button does not work, email form to [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au)*

**Please complete all mandatory fields:** \* = mandatory; \*\* = mandatory if “YES” selected for Section

## SECTION 1: Applicant Information (Applicant to complete)

**\*Applicant zID**

**\*Applicant First Name**

**\*Applicant Last Name**

**\*Applicant Position Title**

**\*Applicant School/Dept/Unit**

**\*Applicant Faculty/Division**

**\*Applicant Employment Type**

**Applicant Expected Employment End Date (if applicable)**

**\*Applicant UNSW Email**

## **SECTION 2: SiMs Access Requirements (Applicant to complete)**

**\*Is access to SiMs required? (Must select one)** YES NO

**\*\*Commencement of Access** Immediate Specified Date

**\*\*Select the option that best describes your SiMs Access Request**

**\*\*Is there a UNSW staff member who already has the required access?** YES NO

**If yes, please provide the following details of that UNSW staff member:**

**zID**

**First Name**

**Last Name**

**Position Title**

**School/Dept/Unit**

**Faculty/Division**

**\*\*Type of access required**

**\*\*Academic Organisations or Subject Areas you need access for**

**\*\*Access will be awarded based on your position. If any specific SiMs access or additional security permissions are required, please include the details here**

**\*\*Please provide supporting reasons for the requested access, or any additional information**



### **SECTION 3: myUNSW Academic Admin Access (Applicant to complete)**

**\*Is access to myUNSW Academic Admin required?** YES NO

**\*\*If yes, please select the access required (multiple selections permitted)**

Lecturer (Instructor)

Academic Enquiries (Advisor)

Service Centre

**\*\*Please provide supporting reasons for the requested access, or any additional information**

### **SECTION 4: Applicant Sign-Off (Applicant to complete)**

**\*Full Name (Applicant)**

*I have read the UNSW terms and conditions of access, comprising of the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), and agree to comply with them.*

*\*I agree to the above statement*

*\*Current Date*

### **SECTION 5: Approver Details (Approver to complete)**

**\*Approver zID**

**\*Approver First Name**

**\*Approver Last Name**

**\*Approver Position Title**

**\*Approver School/Dept/Unit**

**\*Approver UNSW Email**

### **SECTION 6: Approver Sign-Off (Approver to complete)**

**\*Full Name (Approver)**

*I have read the UNSW terms and conditions of access, comprising of the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), and confirm that the requested access to SiMs and/or myUNSW is required by this applicant and is compliant. I have appropriate authority to grant this approval, and hereby give my approval for the requested access to SiMs and/or myUNSW.*

*\*I agree to the above statement*

*\*Current Date*



**UNSW**  
SYDNEY

Email form to [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au) if button is non-functional