General Information – Access Request Form for SI-net and mySI-net

There are two different types of access options available:

1. Read only access – available to all staff with the approval of Faculty/Unit SI-net Coordinators.
2. Update access - available only after the completion of relevant training and approval is obtained from your SI-net Coordinator. Training details are available at www.uq.edu.au/sinet-support/.

Students working as tutors or course coordinators will not be given staff access.

Staff Definition - are employed as either general staff or academic staff. Their main reason for being at The University of Queensland is paid employment. They should also have a reason for needing access to student details. A staff member may also be a student and still be entitled to access.

Student Definition - their main reason for being at The University of Queensland is to study as a student. They may be receiving payment for work but they are not entitled to staff level access to the student system.

Section A – Applicant’s Details

UQ Username is the name that was issued to you by Information Technology Services when you received your University staff email account. It is/should be the same username issued by Human Resources for access to MyAurion. It is usually in the format of UQACITIZ, but there can be variations.

Name - your full official name. For example if everyone calls you Arthur but your official name (birth certificate or similar official document) is William Arthur, this is the name you place in the name area and Arthur is the name you put in the preferred name space. Another example is, your name is William but everyone calls you Bill, please insert William in the name space and Bill in the preferred name space.

UQ Student Number - to enable staff members to have access to the student system, there must be an entry in the same database as the students. If you already have a UQ student number, please provide it. If you have had a name change since your enrolment please let the SI-net Functional Group know what it was at the time (maiden name etc.). If the SI-net Functional Group does inadvertently issue you with a duplicate ID number you will lose your access when it (the duplicate ID number) is found and deleted.

If you are a current student, you must not use your staff account to perform actions on your own student record, e.g. add/drop courses, etc. Such activity constitutes misconduct and will be treated as such. Please use your student account.

Section B – Access Required

SI-net – the core student administration system where student records are created and maintained.

Other SI-net Modules – panels in SI-net provided only to specific units and staff.

mySI-net – the self-service component of the student administration system where staff can search for and view student records. It also provides staff with the functions such as generating class lists, sending bulk emails, and generating studies reports.

Section C – Applicant’s Signature and Approvals

Please sign the completed form and fax it to 336 57545.

DO NOT send the original form via the internal mail once you have faxed it.

You must have the signature of your SI-net Expert User or School/Unit Manager or other authorised person AND the signature of your SI-net Coordinator on the form.

A List of SI-net Expert Users is available on the SI-net Support Website. Go to the following link:


Access Termination Date is for the SI-net Coordinator’s use only. SI-net Coordinators are expected to email requests for access termination to SI-net Help.

Click to find Coordinators http://www.uq.edu.au/sinet-support/docs/Faculty_Unit_SI-net_Coordinators%202020151001.pdf

July 2013
Access Request Form for SI-net and mySI-net

Please tick one of the following: □ NEW □ UPGRADE □ TRANSFER (Cancel existing & assign new)

SECTION A – APPLICANT’S DETAILS

To avoid delays in processing please fill in ALL information. Use your LEGAL name e.g. name appearing on your birth certificate. If you are unsure of any details please contact SI-net Help on X58844.

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name/s:</td>
<td>Gender: F M</td>
</tr>
<tr>
<td>Preferred Name:</td>
<td>DOB (DD/MM/YYYY):</td>
</tr>
<tr>
<td>UQ Username:</td>
<td>Current or past UQ Student? Y N</td>
</tr>
<tr>
<td>Email:</td>
<td>UQ Student No.:</td>
</tr>
<tr>
<td>Position/Job Title:</td>
<td>Faculty/School/Area:</td>
</tr>
</tbody>
</table>

SECTION B – ACCESS REQUIRED

Please indicate the level of access required for both SI-net and/or mySI-net by placing a tick next to the desired access.

### SI-net

- **Read Only Access** - is available to all staff with the approval of the Faculty/Unit SI-net Coordinators.
- **Update Access** - will only be given after attending training for your required access, and approval by your SI-net Coordinator. Please see SI-net web page for further information.

<table>
<thead>
<tr>
<th>SI-net Access</th>
<th>Other SI-net Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Only Access OR</td>
<td>Student Placements (Basic/Admin/Expert) Select appropriate access</td>
</tr>
<tr>
<td>Fundamentals</td>
<td>Academic Advisement Read Only □ Academic Advisement Assessor □</td>
</tr>
<tr>
<td>Admissions Part A</td>
<td>Academic Advisement Advanced</td>
</tr>
<tr>
<td>Admissions Part B</td>
<td>Courses and Programs Update</td>
</tr>
<tr>
<td>Records and Enrolments</td>
<td>Courses and Programs Approve</td>
</tr>
<tr>
<td>Change Program/Plan</td>
<td>UQ International</td>
</tr>
<tr>
<td>Maintain Student Grades</td>
<td>Graduations</td>
</tr>
<tr>
<td>Maintain Course Catalogue &amp; Schedule Classes</td>
<td>Research Student Admin</td>
</tr>
<tr>
<td>Deferred Exams Read Only □</td>
<td>Exams Approver Mid Semester □ Owning Org:</td>
</tr>
<tr>
<td>Deferred Exams Examinations Team □</td>
<td>Exams Approver End Semester □ Faculty</td>
</tr>
</tbody>
</table>

**mySI-net**

- **Read Only** – the main category for staff users, allowing access to the general core staff functions of mySI-net. It also allows access to mySI-net Student.
- **Sign-on Registration** – set up electronic sign-on for tutorials, practicals etc.
- **Validate Grades** – validate exam result files before uploading to student records (no grade upload).
- **Upload Grades** – upload exam results to student records (validate grades prior to upload).
- **Update Access** – allows staff to change selected personal details and enrolment information for students in accordance with UQ policies.

**Same Access as** — Please give us the name or username of the person who has the same level of access you require.

Copy access from a current staff member

| Name: |

SECTION C – APPLICANT’S SIGNATURE AND APPROVAL

I declare that I will not reveal my username and password to any other person other than staff in the SI-net Functional Group in the course of their support activities. I understand that damage or misuse of data, including passing information on to unauthorized people is a serious offence and may result in misconduct proceedings.

Signature: Date:

**SI-net Expert User or School or Unit Approval**

I understand that it is my responsibility to advise the SI-net Functional Group of any change in the applicant’s responsibilities or position, which affects access to SI-net or mySI-net.

Signature: Date:

**Faculty or Unit SI-net Coordinator Approval**

For temporary appointment, please indicate the date the access is to be terminated (for SI-net Coordinator use).

Date:

Signature: Date:

Please print name: