



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

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*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/](http://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**

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**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 **UQCITIZ**, 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**

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**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**

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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:

<http://www.uq.edu.au/sinet-support/role-of-si-net-expert-users>

**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%2020151001.pdf](http://www.uq.edu.au/sinet-support/docs/Faculty_Unit_SI-net_Coordinators%2020151001.pdf)

**Access Request Form for SI-net and mySI-net**

Office Use Only

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**.

|                     |  |                             |                          |   |                          |                          |                 |                          |   |
|---------------------|--|-----------------------------|--------------------------|---|--------------------------|--------------------------|-----------------|--------------------------|---|
| Surname:            |  |                             |                          |   | Title:                   |                          |                 |                          |   |
| First Name/s:       |  |                             |                          |   | Gender:                  | <input type="checkbox"/> | F               | <input type="checkbox"/> | M |
| Preferred Name:     |  |                             |                          |   | DOB (DD/MM/YYYY):        |                          |                 |                          |   |
| UQ Username:        |  | Current or past UQ Student? | <input type="checkbox"/> | Y | <input type="checkbox"/> | N                        | UQ Student No.: |                          |   |
| Email:              |  |                             |                          |   | UQ Phone No.:            |                          |                 |                          |   |
| Position/Job Title: |  |                             |                          |   | Faculty/School/Area:     |                          |                 |                          |   |

**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.

| SI-net Access            |   | Other SI-net Modules  |  |
|--------------------------|---|---|--|
| Read Only Access         | OR  | Student Placements (Basic/Admin/Expert) Select appropriate access |  |
| <input type="checkbox"/> | Fundamentals  | <input type="checkbox"/>  | Academic Advisement Read Only <input type="checkbox"/> Academic Advisement Assessor <input type="checkbox"/> |
| <input type="checkbox"/> | Admissions Part A   | <input type="checkbox"/>  | Academic Advisement Advanced   |
| <input type="checkbox"/> | Admissions Part B   | <input type="checkbox"/>  | Courses and Programs Update  |
| <input type="checkbox"/> | Records and Enrolments                                    | <input type="checkbox"/>  | Courses and Programs Approve   |
| <input type="checkbox"/> | Change Program/Plan                                       | <input type="checkbox"/>  | UQ International   |
| <input type="checkbox"/> | Maintain Student Grades                                   | <input type="checkbox"/>  | Graduations  |
| <input type="checkbox"/> | Maintain Course Catalogue & Schedule Classes              | <input type="checkbox"/>  | Research Student Admin   |
| <input type="checkbox"/> | Deferred Exams Read Only <input type="checkbox"/>         | <input type="checkbox"/>  | Exams Approver Mid Semester <input type="checkbox"/> Owing Org: <input type="text"/>                         |
| <input type="checkbox"/> | Deferred Exams Examinations Team <input type="checkbox"/> | <input type="checkbox"/>  | Exams Approver End Semester <input type="checkbox"/> Faculty <input type="text"/>                            |

Other Access|Comments:

**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.**mySI-net Access****Read Only Access****PLUS Additional Access**

Sign-on Registration

Validate Grades

Upload Grades

Update Access

**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: |
|------------|-------|

|   |   |                  |
|---|---|------------------|
| <b>SI-net Expert User or School or Unit Approval</b>  | <b>Faculty or Unit SI-net Coordinator Approval</b>  |                  |
|   | For temporary appointment, please indicate the date the access is to be terminated (for SI-net Coordinator use). <b>Date:</b>   |                  |
| I understand that it is <b>my responsibility</b> 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. | I understand that it is <b>my responsibility</b> 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:   | Signature: Date: |
| Please print name:  | Please print name:  |                  |