SI-net Support Group

www.student2000.uq.edu.au

Please read this page before filling in application

General Information

• View only access is available to all staff with the approval of Faculty/Unit SI-net Coordinators.
• Update access is available only after the completion of relevant training and approval is obtained from your SI-net coordinator. Training details are available on our web site.
• Access to SI-net will require staff to have Citrix installed on their PC. Contact ITS on x56000 for Citrix installation.

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 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 Personnel Services for access to Employee Self Service Module of Aurion (ESS). It is usually in the format of UQACITIZ, there are variations.

Name is 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 is 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 have had a name change since your enrolment please let the SI-net Support Group know what it was at the time (maiden name etc.). If the SI-net Support Group does 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 to your own student record, e.g. add/drop courses, etc. Please use your student account.

Section B – Access Required

mySI-net

• Read Only – This is the web access to the student system. It is also the main access for staff users. You can see and download class lists, program lists, send bulk emails, view studies reports and several other options.

• Update Access – Can add courses until the second week of semester, drop courses until the day before exams, change addresses, next of kin changes/additions, disability details, change publish/no publish results, ethnicity and language details (cannot change citizenship), change previous studies. Program changes allowed – change study load, change graduation semester, request change of program. Training is required before receiving this access.

• Validate grades – Allows for validation of exam result files before uploading
• Upload grades – Upload exam results.
• Class Sign-on – You can set up electronic sign-ons for tutorials, pracs etc that your students need to attend
• Suppress Username – This will stop your name from appearing on the screen. Useful for staff who are on counters and/or do screen prints for students.

SI-net

• This is the panel version of the student system and you need to have Citrix installed on your PC to be able to access it. View is available but the web is an easier option. Update access will only be given after training in your required areas and authorization has been given by your SI-net Coordinator. Call ITS on X56000 for Citrix installation and password. Please see our web page for available training sessions.

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

Section D and Section E (approval)

You must have the signature of your school/unit manager or other authorized person AND the signature of your SI-net Coordinator. A list of coordinators can be found at http://www.student2000.uq.edu.au
Application for Access to SI-net and mySI-net

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 the SI-net Help on X58844.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth (DD/MM/YYYY)</th>
<th>I am a current or past UQ student</th>
<th>UQ Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Last Name | First Name/s | Preferred First Name | Title

Faculty/School/Division/Section

UQ phone number | e-Mail | UQ Username [@mailbox name e.g. uqacitiz]

Section B – Access Required
Please indicate the level of access required for both mySI-net (web) and/or SI-net by placing a tick next to the desired access.

<table>
<thead>
<tr>
<th>mySI-net</th>
<th>SI-net</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Only</td>
<td>Read Only or</td>
</tr>
<tr>
<td>Class Sign-on</td>
<td>Update Access</td>
</tr>
<tr>
<td>Validate Grades</td>
<td>Fundamentals Access</td>
</tr>
<tr>
<td>Upload Grades</td>
<td>Admissions 1-5</td>
</tr>
<tr>
<td>Suppress Name</td>
<td>Admissions 6-8</td>
</tr>
<tr>
<td>Update Access</td>
<td>Maintain student enrolment</td>
</tr>
<tr>
<td>(updated limited by</td>
<td>Change program/plan, program discontinuation &amp;</td>
</tr>
<tr>
<td>time restraints)</td>
<td>term withdrawal</td>
</tr>
<tr>
<td></td>
<td>Modify student grades</td>
</tr>
<tr>
<td></td>
<td>Modify grade roster status</td>
</tr>
<tr>
<td></td>
<td>Maintain course catalogue &amp; schedule classes</td>
</tr>
</tbody>
</table>

Section C – Applicant’s Signature
I declare that I will not reveal my username and password to any other person other than staff in the SI-net Support 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

Section D – School/Unit Approval
If this Employee is a temporary appointment, date access is to be terminated:

Signature | Date
Please print name:

Section E – Faculty/Unit SI-net Coordinator
I understand that it is my responsibility to advise the SI-net Support Group of any change in the applicant’s responsibilities or position, which affects access to SI-net or mySI-net.

Signature | Date
Please print name: