Cardax – New Operator Access Request

Upon completion of this form (2 pages), please fax to Properties System Support on (08) 9266 2660 or scan and send via email to PropertiesSystemSupport@curtin.edu.au

Please ensure that you read the form carefully and complete ONLY the relevant sections.

APPLICANT DETAILS
The section below is to completed by ALL applicants.

Staff ID / Associate ID: □ □ □ □ □ □ □ (Required)
Title: ______  Family Name: __________________________   Given Name(s): __________________________
Email: __________________________________________   Phone: ________________________________

The section below is to ONLY be completed by INTERNAL applicants.

Position Title: ______________________________________   Campus: __________________________
Department: _______________________________________   Building: __________________________

External Only
The section below is to ONLY be completed by EXTERNAL applicants.

Company: _______________________________________   Phone: ________________________________
Company Address: _________________________________   Postcode / State: ___ ___ ____ / ___
Position Title: __________________________   Email Address: __________________________

OPERATOR REQUIREMENTS
The section below is to ONLY be completed by INTERNAL applicants.

SAME operator access as:  Staff ID / Associate ID: □ □ □ □ □ □ □
Staff Name: ______________________________________

OR select required operator access:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Operator Group</th>
<th>Operator Group Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area - Management</td>
<td>Operators that require editing schedules, door override, viewing cardholders and modifying access control</td>
</tr>
<tr>
<td></td>
<td>Area - Supervisor</td>
<td>Operators that require alarm/event processing, viewing cardholders and modifying access control</td>
</tr>
<tr>
<td></td>
<td>Security - Management</td>
<td>Security Management that require editing cardholders, alarms, schedules, access groups</td>
</tr>
<tr>
<td></td>
<td>Security - Supervisor</td>
<td>Security Officers that require bulk processing of alarm/events, viewing cardholders and modifying access control</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>Security Officers that require alarm/event processing, viewing cardholders and modifying access control</td>
</tr>
<tr>
<td></td>
<td>CITS Development</td>
<td>IMS staff that require view only privileges whilst completing any development work</td>
</tr>
<tr>
<td></td>
<td>Student Services - Management</td>
<td>Student Services Management that require editing cardholders, viewing access groups</td>
</tr>
<tr>
<td></td>
<td>Abacus</td>
<td>IMS/Abacus staff that require viewing cardholders</td>
</tr>
<tr>
<td></td>
<td>Photo station</td>
<td>Student Central staff which are required to print and encode cardholders</td>
</tr>
</tbody>
</table>
The section below is to **ONLY** be completed by **EXTERNAL** applicants with a valid University Associate ID.

**SELECT** required operator access:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Operator Group</th>
<th>Operator Group Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Installer</td>
<td>Contractors that are installing / testing hardware</td>
</tr>
</tbody>
</table>

**APPLICATION DECLARATION**

In signing this request, I:

a. acknowledge that Curtin University (Curtin) is required to process documentation containing personal information and as a part of my duties I may have access to that information.

b. will undertake to keep all such information confidential and acknowledge and agree that it is an express condition of my access that any information which might reasonably be regarded as being of a confidential or personal nature which is gained by me as a result of my access, is not divulged or made available to any other person, company or government agency not authorised by law to have access to such information without the written permission of the employee/student concerned.

c. acknowledge that it is a breach of the confidentiality requirements to provide my Username and Password to anyone, to misuse my own access, to use another person's access, or to provide another person with my personal access details.

d. acknowledge that as an associate or contractor of Curtin University, I am bound to comply with the Policies of the University ([http://policies.curtin.edu.au/](http://policies.curtin.edu.au/)). These policies include but are not limited to Conflict of Interest, ICT, Fraud, Ethics, and Confidentiality. I am aware that any breach of University policy requirements may result in disciplinary action being taken against me as Curtin may deem appropriate.

e. acknowledge I have read and fully understand the need for maintaining the confidentiality of the records.

Signature of Applicant: ___________________________ Date: ________________

Authorised Officer to Complete (Head of applicant’s Department / Area or External Company Manager)

By signing this form you are authorising the applicant to be granted the access as detailed on page 1. You also understand that as a condition of access, the applicant may be required to attend training on use of the system, including reinforcement training or re-training following system changes in the future.

Name: ___________________________ Email: ___________________________

Position: ___________________________ Phone: ___________________________

Signature of Authorised Officer: ___________________________ Date: ________________

Properties System Support Use Only

Authorised & Actioned by: ___________________________ Date: ________________

- [ ] Software Installed (if local install required)
- [ ] Added to Email Distribution List
- [ ] Added to Operator List
- [ ] Added to Novell Cardax group (if Citrix access required)
- [ ] Confirmation Email Sent