Building Management System – New User Account 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): ___________________________

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

Department: ___________________________ Phone: ___________________________

External Only
The section below is to ONLY be completed by applicants with a valid University Associate ID.

Company: ___________________________ Phone: ___________________________
Company Address: ___________________________ Postcode / State: __ __ __ __ / __
Position Title: ___________________________ Email Address: ___________________________

PRIVILEGES

SELECT required system access:

<table>
<thead>
<tr>
<th>Tick</th>
<th>System Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Johnson Metasys</td>
</tr>
<tr>
<td></td>
<td>Schneider Vista</td>
</tr>
<tr>
<td></td>
<td>Schneider I/NET</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

AND select required account access:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Level</th>
<th>Role Name</th>
<th>Privileges Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>View Only</td>
<td>Read only access</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Operator</td>
<td>Manual/test points on/off, trending, calibrate points</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Programmer</td>
<td>Manual/test points on/off, trending, calibrate points, programming</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Administrator</td>
<td>Full access</td>
<td></td>
</tr>
</tbody>
</table>

OR same account access as:

Staff ID / Associate ID: [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Staff / Associate Name: ___________________________
APPLICATION DECLARATION

In signing this request, I:

a. acknowledge that Curtin University of Technology (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 of Technology, I am bound to comply with the Policies of the University (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: __________________

Authorisation and Approval - FM Mechanical Engineering

By signing this form you are authorising the applicant to be granted the access as detailed above, and that he/she is an employee at the above mentioned company. 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: ___________________________

Phone: ___________________________ Position: ___________________________

Signature of Authorised Officer: ___________________________ Date: __________________

Properties System Support Use Only

Authorised & Actioned by: ___________________________ Date: __________________

[ ] Added to Email Distribution List [ ] Added to User Account List [ ] Confirmation Email Sent