ORBIT – Project Reporting Module
Access Request Form

Complete this form and have it authorised as instructed.
Send to: ORBIT System Administrations Team via the ITDS Service Desk servicedesk@adelaide.edu.au

New User Details

Access to be granted to (Name):	Person ID:
Faculty/School/Area:	
Position Title:	Email:

Are they replacing an existing user's role in your Area?   YES / NO

If YES, please provide the user's name:

Do you want to remove access for existing user?   YES / NO

Access Type Sought

Project-Specific *For staff who are not already listed as Project Participants under the ORBIT General Details Tab*

Select one:

☐ **Standard Access** Financial details <u>only</u>

☐ **HR Access** Financial details <u>and</u> employment contract details

Project(s) for which this access is required:	

☐ **Area-Specific** *For staff who require access to Projects across a specific area (Faculty or School)*

This will provide financial details and employment contract details to the Codes listed below.

Project(s) or Cost Centre(s) for which this access is required:	

☐ **Central Admin Access**

For staff within Central Administrative Divisions (e.g. Innovation and Commercialisation Services, Planning and Analytics etc) who require access to all Research Projects/Cost Centres in order to conduct University business

This will provide access to financial details of all University Codes.

New User - Access & Usage Agreement

I acknowledge that by gaining access to the University ORBIT System I will have access to information confidential to the University in relation to its past and present staff, students and affiliates, and its financial activities. I understand that I must not disclose or make use of that confidential information obtained by me at any time, including after access is discontinued, except in the proper course of my duties. In particular, I undertake not to use any confidential information gained by virtue of my access with the intent of securing a benefit for myself, any other person, company or future employer. I further undertake not to use any information confidential to the University in any way without the consent of the University.

I also acknowledge that the Project Reporting Module is an internal management tool to be used to assist with the day-to-day operational management of projects within my jurisdiction. I undertake not to use the information contained within this system for any external reporting purposes and further acknowledge that PeopleSoft Financials is the University's Financial Management System and that it retains the University Council approved

budgets.

I accept that any breach will lead to disciplinary action being taken against me. I understand and accept that disciplinary action can include dismissal from my employment.

I agree to advise the appropriate Systems Administrator/s of any changes in my role which may affect my approved access to this system (e.g. change of faculty, division, school, branch, discipline, department, duties/roles, leaving the University or going on extended leave).

New User Agreement: **Name:**	
Signature:	**Date:**

Authorising Approval

Project-Specific Access - *APPROVAL MUST BE PROVIDED BY THE **PROJECT PRIMARY INVESTIGATOR***
Area-Specific Access - *APPROVAL MUST BE PROVIDED BY **SENIOR MANAGER FACULTY OPERATIONS***
Central Admin Access - *APPROVAL MUST BE PROVIDED BY **AREA MANAGER OR DIRECTOR***

Name:
Position Title:
Signature: **Date:**

OFFICE USE ONLY

Processed by: **Date:**