

ORBIT – Student Profiles Module System Access Request Form



Complete this form, have it authorised by your School/Faculty/Area Manager and forward to the Dean of Graduate Studies (Graduate Centre, Level 10, Schulz Building) for approval

Name:		Person ID:	
Faculty/School/Area:		Position/Local Title:	
Phone Number:		Email:	

Type of request:	<input type="checkbox"/> New Access	<input type="checkbox"/> Amend Access	<input type="checkbox"/> Remove Access
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Are you replacing / backfilling an existing user's role in your Department? If yes, please provide the user's name:	YES / NO
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Role Sought:	Nominate below the role sought for which Faculty/School(s)/Discipline(s) and which level of reports as appropriate.
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<input type="checkbox"/> System Administrator	Only available to ITDS Support Staff and some AGC personnel This role gives the user access to all reports for all students, and to the system administration module.
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<input type="checkbox"/> AGC Staff Member	This role gives the user access to all reports for all students.
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<input type="checkbox"/> Postgraduate Coordinator or Head of School/Discipline	This role gives the user access to Standard and Summary reports for the requested Academic Area(s).
Academic Area(s)	

<input type="checkbox"/> Other	Please specify:
Access Level	<input type="checkbox"/> Standard <input type="checkbox"/> Summary
Academic Area(s)	

* see overleaf for Report/Access Level definitions

Access & Usage Agreement							
<p>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 & present staff, students & affiliates. 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.</p> <p>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.</p> <p>I agree to advise the appropriate Systems Administrator/s of any changes in my role which may affect my approved access to this system (eg change of faculty, division, school, branch, discipline, department, duties/roles, leaving the University or going on extended leave).</p>							
User Agreement:	<table border="0"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Signature:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Name:		Signature:		Date:	
Name:							
Signature:							
Date:							
Area Approval:	<table border="0"> <tr> <td>Name:</td> <td>Position:</td> </tr> <tr> <td>Signature:</td> <td>Date:</td> </tr> </table>	Name:	Position:	Signature:	Date:		
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Signature:	Date:						
Dean of Graduate Studies Approval:	<table border="0"> <tr> <td>Signature:</td> <td>Date:</td> </tr> </table>	Signature:	Date:				
Signature:	Date:						
OFFICE USE ONLY							
Processed by:	Date:						

Report/Access Level Definitions

System Tab	Report	Postgrad coordinators or				
		Supervisors	Head of School	AGC	Standard	Summary
Operational Reports						
Overview	Tab	Yes	Yes	Yes	Yes	Yes
Applications	Tab	-	Yes	Yes	Yes	-
	Applicant List	-	Yes	Yes	Yes	-
Candidature	Tab	-	Yes	Yes	Yes	-
	Candidate List	-	Yes	Yes	Yes	-
	Candidature Details	Yes	Yes	Yes	Yes	-
	Study History	-	-	Yes	-	-
Critical Dates	Tab	Yes	Yes	Yes	Yes	-
	Overdue Dates	Yes	Yes	Yes	Yes	-
	Upcoming Dates	Yes	Yes	Yes	Yes	-
Supervision	Tab	Yes	Yes	Yes	Yes	-
	Note: Current Supervision List	Yes	Yes	Yes	Yes	-
	^ their own & own students only Supervisor's History	Yes ^A	Yes [*]	Yes	Yes [*]	-
	* in their academic area only Candidate's History	Yes ^A	Yes [*]	Yes	Yes [*]	-
Thesis	Tab	-	Yes	Yes	Yes	-
	Candidates Under Examination List	-	Yes	Yes	Yes	-
	Thesis Submission Details	-	-	Yes	-	-
Completions	Tab	Yes	Yes	Yes	Yes	-
	Current Completions List	Yes	Yes	Yes	Yes	-
	Potential Completions List	Yes	Yes	Yes	Yes	-
	At Risk Completions List	Yes	Yes	Yes	Yes	-
Scholarships	Tab	Yes	Yes	Yes	Yes	-
Summary Reports						
Enrolment Load	Tab	-	Yes	Yes	-	Yes
	Enrolment Load Summary	-	Yes	Yes	-	Yes
	Enrolment Details	-	Yes	Yes	-	-
Teaching Load	Tab	-	Yes	Yes	-	Yes
	Teaching Load Summary	-	Yes	Yes	-	Yes
Completions	Tab	-	Yes	Yes	-	Yes
	Completions Summary	-	Yes	Yes	-	Yes
	Completions Detail	-	Yes	Yes	-	-
Program Status	Tab	-	Yes	Yes	-	Yes
	Program Status Analysis	-	Yes	Yes	-	Yes
	Program Status Details	-	Yes	Yes	-	-
Supervision History	Tab	Yes	Yes	Yes	-	Yes
	Supervision History	Yes	Yes	Yes	-	Yes
	Supervision History Details	-	Yes	Yes	-	-
Supervisor Completions	Tab	Yes	Yes	Yes	-	Yes
	Completions Summary	Yes	Yes	Yes	-	Yes
Thesis Submissions	Tab	-	-	Yes	-	-
	Thesis Submissions	-	-	Yes	-	-