

University of KwaZulu-Natal
ITS System
USER REGISTRATION FORM

First Name: _____ Initials: _____

Surname: _____ Title: _____

Staff Number: _____ Job Title: _____

Please choose ONE profile only

-----**Student**-----

- | | |
|---|---|
| <input type="checkbox"/> Prof1 – System Administrator | <input type="checkbox"/> Pro10 – Residences |
| <input type="checkbox"/> Prof3 – School Administrators | <input type="checkbox"/> Pro11 – DMI |
| <input type="checkbox"/> Prof4 – View Only | <input type="checkbox"/> Pro13 – Library |
| <input type="checkbox"/> Prof5 – Faculty Admission Staff | <input type="checkbox"/> Pro16 – Finance – View |
| <input type="checkbox"/> Prof6 – Faculty Manager/Officer/Asst | <input type="checkbox"/> Pro19 – Print Academic Records |
| <input type="checkbox"/> Prof7 – Applications and Enquiries | <input type="checkbox"/> Pro20 – International Staff |
| <input type="checkbox"/> Prof8 – Examinations and Timetable | <input type="checkbox"/> Pro21 – Assistant Dean |

-----**DMI**-----

- | | |
|---|---|
| <input type="checkbox"/> Mi01 – DMI Profile 1 | <input type="checkbox"/> Mi04 – DMI Profile 4 |
| <input type="checkbox"/> Mi02 – DMI Profile 2 | <input type="checkbox"/> Mi05 – DMI Profile 5 |
| <input type="checkbox"/> Mi03 – DMI Profile 3 | <input type="checkbox"/> Samis – Samis |

-----**Human Resources**-----

- | | |
|---|--|
| <input type="checkbox"/> Hr001 – HR Administration (update) | <input type="checkbox"/> Hr002 – HR Management & Users (Select Only) |
| <input type="checkbox"/> Hr003 – HR Remuneration Estab | <input type="checkbox"/> Hr004 – HR Employee Relations |
| <input type="checkbox"/> Hr005 – HR Systems Administration | <input type="checkbox"/> Hr006 – HR Training and Development |

-----**Bursaries & Loans**-----

- | | |
|---|--|
| <input type="checkbox"/> Faid1 – Financial Aid Super Users | <input type="checkbox"/> Faid2 – Financial Aid Managers |
| <input type="checkbox"/> Faid3 – Financial Aid Counsel & H/desk | <input type="checkbox"/> Faid4 – Financial Aid Super Users |
| <input type="checkbox"/> Faid5 – Financial Aid Managers – 2 | |

-----**Salaries**-----

- Sal3 – Salaries User

-----**Other Profiles/Menus**-----

Name of Profile/Menu/Option: _____

Copy existing User's Profile : _____

User's existing ITS Userid (if exists): _____

School / Division / Faculty: _____

Building name: _____ Telephone extension: _____

Please Tick Campus:

- | | |
|---|---|
| <input type="checkbox"/> Durban | <input type="checkbox"/> Pietermaritzburg |
| <input type="checkbox"/> Medical School | <input type="checkbox"/> Edgewood |
| <input type="checkbox"/> Westville | |

Type of appointment:

- Permanent Temporary

If temporary, state period of employment (from – to): _____

Do you require ITS Training: YES NO

Declaration by user

I, the undersigned, declare that:

1. The above information is true and correct;
2. I promise not to divulge any confidential information to which I might have access by being a University employee;
3. I will not permit any other user to use my USERID, nor will I use any other person's USERID;
4. I will not access any other users' files without their permission;
5. I understand and accept the regulations governing the use of computer facilities;
6. I will change my password if I am aware that it is known to other users and I will not write it down nor disclose it to any other person;
7. I will not use passwords that are trivial or easy to guess (examples of unacceptable passwords are those containing, or variations on, userid, first name or last name, or other easily guessed information. A useful set of tips on choosing passwords can be found at (<http://www.cs.unp.ac.za/misc/policy.html#pass>.)

Requested By: _____

Signature: _____ Date: _____

Declaration by Head of School/Division

I, the undersigned, declare that:

1. The requested access is essential to the job performed by the applicant.
2. I will notify the ICT Division immediately of any change in circumstances which may alter the validity of this application (for example, change in job description or resignation of applicant).

Recommended By: _____

Signature: _____ Date: _____
(Head of School; Dean; Head of Division)

Declaration by System Owner

I, the undersigned, declare that:

1. The requested level of access approved is essential to the job performed by the applicant.
2. I will notify the ICT Division immediately of any changes with respect to the profile assigned to the applicant.

Authorised By: _____

Signature: _____ Date: _____
(System Owner)

FOR OFFICIAL USE ONLY

ITS Userid: _____

Signature: _____ Date: _____
(IS Systems Staff)