
Eligible UNSW staff members may use this form to request new or amended access to the SiMs and myUNSW Academic Admin systems.

In adherence with the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), access to these systems is awarded on the principle of least privilege and must correspond to the minimum access required to perform the operational functions of the applicant's position.

Applicant – Please complete all mandatory fields in Sections 1 – , save a copy of this form, and forward (via email) to your Manager and/or Approver.

Manager (Approver) – Check the request, and if approval is granted complete Section W . Then, submit the form by selecting the button

Please allow up to 5 working days for the application to be processed.

For specific or technical tor: * = mandatory; ** = mandatory if “YES” selected for [Section](#)

SECTION 1: Applicant Information (Applicant to complete)

* Applicant z ID

* Applicant First Name

* Applicant Last Name

* Applicant Position Title

* Applicant School/Dept/Unit

* Applicant Faculty/Division

* Applicant Employment Type

Applicant Expected Employment End Date (if applicable)

* Applicant UNSW Email

SECTION 3: myUNSW Academic Admin Access (Applicant to complete)

*Is access to myUNSW Academic Admin required? YES NO

** If yes, please select the access required (multiple selections permitted)

Lecturer (Instructor)

Academic Enquiries (Advisor)

Service Centre

** Please provide supporting reasons for the requested access, or any additional information

SECTION 4: Applicant Sign-Off (Applicant to complete)

*Full Name % T T P M G E R X

I have read the UNSW terms and conditions of access, comprising of the [Acceptable Use Policy - 0.024 Tw](#)