**ARCHIBUS ACCESS REQUEST FORM**

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| **APPLICANT DETAILS** |
| Staff Number |       | Title |       |
| Given Name |       | Surname  |       |
| Position Title |       | School/Section |       |
| Campus |       | UQ User Name |       |
| Contact Phone |       | Email Address |       |

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| **ACCESS REQUIREMENTS** |
| Please detail the organisational units for which access is required. |
| Organisational Unit Name |       |
|  |       |
|  |       |
| Space Module Access Level | Edit | [ ]  | View only(approval not required) | [ ]  |
| Personnel and Occupancy | Edit | [ ]  |
| Create Service Requests | Edit | [ ]  |
| Emergency Contact | Edit | [ ]  |
| Emergency Chief Warden | Edit | [ ]  | Emergency Deputy Warden | [ ]  |
| Hazardous Rooms | Edit | [ ]  |

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| --- | --- | --- | --- |
| Signature of Applicant |  | Date |       |
|  |
| **APPROVAL** (approval required for Space Editor and Service FM) |
| Authorised Officer to Complete (Head of applicant’s School/Section). |
| Name |       | Email |       |
| Position |       | Phone |       |
| Signature |  | Date |       |

**Please return completed form to:**

Archibus System Administrator, email: archibus@uq.edu.au

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| **ARCHIBUS SYSTEM ADMINISTRATOR USE ONLY** |
| Processed by |  | Date |  |
| Confirmation Email sent to Applicant |  |

 For more information visit: [www.pf.uq.edu.au/archibus](http://www.pf.uq.edu.au/archibus)