

## Xetta Access Request

### PROCESS:

1. Complete the [Xetta \(staff login required\)](#) training course via Workday ensuring you also complete the Lesson 2 Training Success Meter.
2. Complete below form and have Supervisor sign form (hard copies will be accepted)
3. Submit completed form to [cash@uq.edu.au](mailto:cash@uq.edu.au)

The security of this account is the responsibility of the applicant.  
Any damage or misuse of data is a criminal offence and may result in misconduct proceedings.

### Applicant Information: *(Please print all information clearly)*

UQ User (Single Sign on)		Phone number	
Full name		Email address	

### Access Type

New access		Copy existing user access <i>(this will override any existing access)</i>	
Existing and needs additional access		Name of the UQ User to copy <i>(single sign-on)</i>	
Replace existing access			

Please fill in role and location details below if not copying an existing user

### Xetta Role Required

View only access		Administrator <i>(FBS &amp; EntSS)</i>	
Cashier access		Other <i>(type details below)</i>	
Supervisor access			

### Location where Xetta is required

Location name			
Computer name <i>(e.g. FBS-FJ2BYC3)</i>			
IP address			

### Supervisor Approval

Supervisor name			
Email address		Extension number	
Signature			