

**Application for access to the Student Records System**

**PLEASE ENSURE YOU USE BLACK INK TO COMPLETE THIS FORM**

Access to the student records system is strictly controlled for a number of reasons including compliance with the Data Protection Act. Use this application form to request a new personal account with which you can access the system. **Please note access to these facilities is restricted to members of staff.**

**Your Details:**

Name     
*(Forename and second initial and Surname)*  
 Job Title   
 Department  Building   
 Phone  Room   
 IT Services Login  Email Address   
 Computer Name  Start Menu> Right Click on Computer> Properties>Computer Name

Please note you need to provide this information for all computers on which you need access to SITS

Please read the following declaration, then sign and date the form to indicate your acceptance of these conditions.

**For NON-Academic Registrar's Office staff, please let us know which of the following areas you require access to:**

<input type="checkbox"/>	Enquiries Management (Departmental entry)	<input type="checkbox"/>	Module Registration / Results
<input type="checkbox"/>	Admissions	<input type="checkbox"/>	Standard Reports & Letters
<input type="checkbox"/>	Student Records	<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>	Research Student details	<input type="checkbox"/>	

**Declaration**

Please read the following declaration, then sign and date the form to indicate your acceptance of these conditions.

- I agree to abide by the University's regulations governing the use of computing facilities (University Calendar Section 2, Regulation 31). <http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/computing>
- I agree to abide by the current codes of practice relating to the use of administrative data and understand my responsibility to comply with the Data Protection Act 1998. <http://www2.warwick.ac.uk/services/gov/legalservices/whentouse/dataprotection>
- I understand that my user name and password are for my personal use only and that these must not be released to anyone else. *(You are reminded that infringement of this condition constitutes a breach of University regulations and may render you liable to disciplinary action. You are also reminded that you will be held responsible for any processing carried out under your user name.)*
- I agree to follow and regularly review the best practise guidelines produced by the University's Information Security section. <http://www2.warwick.ac.uk/services/gov/informationsecurity/>
- I will inform the Application Manager if I no longer require access to this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Approval:**

Applicant's Line Manager / Head of Department \_\_\_\_\_ Date \_\_\_\_\_

(Please PRINT NAME) \_\_\_\_\_

Application Manager (Student Information Systems – Academic Office) \_\_\_\_\_ Date \_\_\_\_\_

**To be Completed by Student Information Systems**

**User ID:**  
 User Code \_\_\_\_\_ User Group \_\_\_\_\_ Created By \_\_\_\_\_ Date \_\_\_\_\_

**Access:**  
 PROD / KEEP / USER / SITEST  
 Software Centre  Other

IT Services Contacted: \_\_\_\_\_ Date \_\_\_\_\_ Ref \_\_\_\_\_ Confirmed \_\_\_\_\_

Comments \_\_\_\_\_

**Please return to: Student Information Systems, Academic Office, University House or scanned by email to [studentsystems@warwick.ac.uk](mailto:studentsystems@warwick.ac.uk)**