

PLEASE ENSURE YOU USE BLACK INK TO COMPLETE THIS FORM

Access to the student records 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 that access to SITS Online and EMU is not given to Students.

Your Details:

Name
(Forename and second initial and Surname)

Job Title

Department Building

Phone Room

University Staff Card Number

IT Services Login

Please tick here if you require access to EMU (Electronic Marking Utility)

Please tick here if you require access to Paperless Admissions (for undergraduate UCAS forms)

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

Access:

eVision Flag EMU Flag EMU Level:

Confirmation email

Please return to: Student Information Systems, Academic Office, University House or scanned by email to studentsystems@warwick.ac.uk