Finance One Ci – User Access Request

☐ This application is for NEW user access.
☐ OR
☐ This application is to CHANGE existing user access.

Title: _____ Family Name: ______________________________________________________________
Given Name(s): ___________________________________________ Staff ID: __________________________
Tel No: _______________ Fax No: ________________ Campus: ______________________________
Email: _______________________________________________________________________________
Position Title: ________________________________________________________________________
Faculty / School / Dept / Area: ___________________________________________________________

Fields marked with an asterisk MUST be completed for your access to be approved. Please contact your ICT support staff for help with these details.

* NDS (Novell) Username

Operating System: ☐ Win 2000  ☐ Win XP  ☐ Other: ________________________________

Confidentiality Agreement and User Undertaking
I hereby accept that as a condition of being granted access to Finance One:
I will protect the privacy and confidentiality of all information I have access to in accordance with the University’s policies and procedures.
I will access the information in Finance One only in the course of my duties.
I will not access the records of friends, relatives, colleagues or business associates other than where necessary in order to undertake my duties.
I will not process any transactions or make any other changes to the records of friends or relatives. Where my duties involve processing such transactions, I will refer the transaction to my supervisor or manager so that arrangements can be made for another staff member to take the necessary action.
I acknowledge that it is a breach of the conditions of access to provide my Finance One Username and Password to any other person or to use another person’s Finance One Username and Password.
I am aware that any breach of these provisions or non-compliance with any University policy or procedures relating to privacy or confidentiality may result in disciplinary action including dismissal.

By signing this form, I agree that I have read and understood the Confidentiality Agreement set out above and agree to comply with all provisions.

Signature of User: _________________________________ Date: ______________________

Completed Application Forms should be forwarded to the Finance One Helpdesk
Email: f1helpdesk@curtin.edu.au
Fax: 08 9266 2801
Internal Mail: Financial Services Dept, Building 101 – Level 2.

If you are a Bentley Campus staff member, you will be required to collect and sign for your Finance One password in person at the Financial Services Systems Area, Building 101; Level 2.
Non-Bentley staff members may receive passwords via email, based on authorization in writing/email by their Head of Dept/Area.
Finance One User - Role & Authority Selection

Please note that Finance One Ci access will not be granted without completion of the following information. To avoid delays in processing, please provide all information requested. Staff requiring assistance in completing the access form can contact the Finance One Helpdesk by emailing f1helpdesk@curtin.edu.au or by telephoning 08 9266 2211.

If known, please provide the name of the staff member whose role is equivalent to the role required or whom you are replacing: ____________________________ (Equivalent / Replacing*)

Delete as applicable

Access/Role Required
Only one selection permitted

- General Enquiries and Reporting
- Purchasing, General Enquiries and Reporting
- Purchasing, General Enquiries and Reporting, Faculty/Area Data Entry (limited).
- Financial Services access only (staff to refer to Finance One System Administrator).

User Access Responsibility Areas
Please list the Business Area/s you require access to:

For example: Cost centre Z-510900-0010 would be listed under the responsibility Business Area 5109.

Purchasing Authorisation Level
Completion required only by users requesting a PURCHASING access/role. Please note that only one selection is permitted.

- Requisition Raise only
- Requisition Approval Limit < $2,000
- Requisition Approval Limit < $5,000
- Requisition Approval Limit < $10,000
- Requisition Approval Limit < $20,000
- Requisition Approval Limit < $50,000
- Requisition Approval Limit < $100,000
- Requisition Approval Limit < $500,000

Manager’s Recommendation
All requests for access must be supported by the Employee’s Manager
Please approve access as requested. I understand that as a condition of access, the user may be required to attend specific training on use of the system, including refresher training or re-training following system changes.

Manager’s Signature: __________________________________________
Position Title: __________________________________________ Staff ID: _________________________
Faculty/School/Dept/Area: __________________________ Telephone No: __________________________
Email address: __________________________________________

Financial Services Use Only

Approval
Associate Director, Corporate Services or Nominee: __________________________

Start Role: __________________________ Security Profile: __________________________
Date Access Granted: __________________________ Access Expiry Date (if applicable): __________________________
Date of Intro Training: __________________________ Confirmation Email Date: __________________________
Date Password Collected: __________________________ Processed by: __________________________