



Application for computer and telephone access

Please tick required access:

Computer Services	
Computer Network	
Telephone	
Central MIS Systems	
IRIS	
Student Records	
Finance	
Personnel	

Title	
Forename	
Surname	
Primary Site (B,LL,N,Yst)	
Primary Section (e.g. Care, IT, Leisure etc)	
Section Leader	
Job Title	
Contract type i.e. full or part time	
Effective date for access	
Authorised by Section Leader: Date:	

Note:

- This form must be authorised by the relevant Section Leader prior to returning to Personnel. Unauthorised forms will not be processed
- Please allow at least 24 hours before contacting Computer Services for your log-on details
- MIS systems log-on information will be sent via e-mail
- Requests for access to Finance/Personnel systems must be authorised by the Director of Finance & Corporate Services

Authorised by Personnel:	Date:
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