



University of Tasmania
Pinnacle New User Request Form

Title: _____ **Given Name:** _____ **Surname:** _____

School /Section: _____

Location: (Campus) _____ (Building) _____

Phone: _____ **Fax:** _____ **User name:** _____

Email Address: _____

Do you have Internet Explorer access? _____ (Y/N)

Employment: Permanent / Casual / Contract (please circle)
If casual/contract, please state period of employment

From: _____ to: _____
(Access will be cut off after this date unless advised.)

Budget codes responsible for: i.e. (619 AMS)

FMIS Signing authority limit: \$ _____

Information held on the University's Pinnacle Asset Management System (Pinnacle) is strictly confidential. Access to this information is provided to assist you in the performance of your University duties only. Information held there may only be used for legitimate purposes and must not be disclosed to any unauthorised person unless prior authorisation has been given by the Director, Asset Management Services.

I _____ agree that:
 (Please print your name clearly)

- I will use information obtained from the pinnacle information system for university purposes only.
- I will not allow any other person to use my access code and I will not disclose my password to anyone.
- I will notify the Director, Asset Management Services in writing if my role with the University changes or that I no longer require access to Pinnacle to perform my duties.

Signature of User: _____ Date: _____

Head of School/ Section Approval

I approve the above user submitting job requests on behalf of my School/Section.

Signed: _____

Name: _____ Date: _____

AMS Approval

Pinnacle Access Date: _____

Signature: _____

Name: _____ Date: _____