

TARA Timetable and Room Allocation System

Request for Registration as a TARA User

Please complete and return to Lauren Houston, AMS, Internal Box 1365, Launceston; or fax. to 6324 3630



Given name: **Surname:**

School / Section:

Location: Campus: **Building:**

Phone: **Fax:** **Pop Account:**

Email address: **Employee Number:**

I have timetable booking responsibility for the following units: (Where appropriate, indicate groups of units, eg "all HEA--- units, Hobart campus".

Unit/s: **Campus:**

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Employment status: Permanent Casual Contract (please tick one box)

If **Casual** or **Contract**, please indicate period of employment below:

From/...../20..... **To**/...../20.....

Access will be terminated at the end of this period, unless a further TARA User Request Form is submitted.

I am taking over timetable booking tasks from

If you are taking over from a staff member who no longer have timetable booking responsibilities, please provide name of that staff member.

Information held in the TARA timetable and room allocation system includes data which is strictly confidential. Access to this information is provided to assist you in the performance of your University duties only. Information held in the TARA system may be used only for legitimate University purposes and must not be disclosed to any person unless authorised by the Director, Asset Management Services.

I, agree that

Please print your name clearly

- I will use information held in and / or obtained from the TARA timetable and room allocation system for University purposes only.
- I will not allow any other person to use my TARA access code.
- I will not disclose my TARA password to anyone.
- I will notify the Director, Asset Management Services or his/her Delegate in writing if my timetable booking responsibilities change or if I no longer require access to the TARA system to perform my University duties.

...../...../20.....

Signature of person requesting User Access *Date*

APPROVAL BY HEAD OF SCHOOL / SECTION

The above staff member has timetable booking responsibility requiring TARA access for the stated School / Section.

Signature:

Name:/...../20.....

Please print clearly *Date*

AMS USE ONLY

User account created

Unit activities assigned

Access checked

User advised