



Archibus New User Request Form

Title: _____ **First name:** _____ **Surname:** _____

School/section: _____

Location: (Campus) _____ (Building) _____

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

Email address:

Do you have internet access? _____ (Y/N)

Information held on the University's Archibus Asset Management System (Archibus) 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 Executive Director, Infrastructure Services and Development.

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

- I will use information obtained from the Archibus 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 Executive Director, Commercial Services and Development in writing if my role with the University changes or that I no longer require access to Archibus to perform my duties.

Signature of User: _____ Date: _____

Budget codes responsible for:

Head of school/ section approval

I approve the above user submitting job requests on behalf of my school/section.

Signed: _____

Name: _____ Date: _____

ISD Approval

Archibus access date: _____

Signature: _____

Name: _____ Date: _____