Application for access to Content Manager

Flinders University

SECTION ONE – APPLICANT DETAILS

Staff No: _____ Phone No: _____

Business Unit:_____ Section: _____

Surname: _____ Given Name: _____ Title: _____

Position No: _____ Position Title: _____

Cessation Date (Applicable to contract staff who require temporary access only):_____

Email: _____ FAN (if known) _____

SECTION TWO – CONDITIONS OF ACCESS

Access to Content Manager will only be granted to Flinders University staff and authorised consultants engaged by Flinders University and is subject to the following conditions of access:

Content Manager contains some information that is of a confidential or sensitive nature. You undertake to only access, use or disclose Content Manager Information for the legitimate purposes of your employment with, or engagement by, the University. You also undertake not to make any access to, or use or disclosure of, Content Manager Information that may be inconsistent with or compromise the Content Manager security classification of that information. In addition, you agree that:

You must treat any printed Content Manager Information in the same manner as its electronic counterpart, and where appropriate, ensure that such information is stored discreetly and securely at all times.

You must notify the Content Manager System Administrator when you are leaving the University, changing business units or moving positions.

If you will be absent from your position for longer than 3 months you must notify the Content Manager System Administrator to arrange for your login to be temporarily suspended during your absence.

Any terminals or PCs you use to access Content Manager, must be kept in a secure environment at all times and locked when unattended to prevent unauthorised access.

Failure to comply with these conditions of access may lead to termination or suspension of Content Manager

SECTION THREE – USER DECLARATION

I request access to Content Manager. I have read, understood and agree to abide by the Conditions of Access stated in Section Two.

Signature: _____ **Date:** _____

SECTION FOUR – SECURITY, ACCESS & TRAINING REQUIREMENTS

Security and access permissions require authorisation from the Section Head (refer to Section 5).
Security & access is defined by the position the occupant is in. If the position is new or the position requires amendment due to changes to the role of the position, please fill in the options below.

Definitions of Security Levels, Caveats and Access Control Groups are in the Security Guidelines available from:
https://staff.flinders.edu.au/content/dam/staff/archives-and-records-management/security-model.pdf

Is this a newly created position?

Yes   No

Does the Security Profile require amendment?

Yes   No

If you ticked the **'Yes'** option in either of the questions above, please fill out the required Security Profile for the position.

Security Level (Please tick)

Confidential   Unclassified

Caveats (Please tick)

Commercial in Confidence	Complaints in Confidence	Committee in Confidence
Security in Confidence	Industrial in Confidence	Legal in Confidence
Staff in Confidence	Honours and Awards	Student in Confidence

Login Type

Inquiry User (Read only)   Records Coordinator (can Contribute Content)   Records Manager

OR:

If your access should be same as an existing user – please specify: _____

SECTION FIVE – DECLARATION BY MANAGER

I acknowledge that the applicant whose name is given in Section One has a legitimate need to have access to Content Manager as part of their day to day business needs. I authorise the selected security and caveat controls listed in Section Four as appropriate to the applicant's needs of the position specified in Section One. I agree to advise the Content Manager Administrator of any amendments to the various sections of this form.

Signature: _____**Date:** _____

Print Name: _____

SECTION SIX – SECURITY, ACCESS & TRAINING REQUIREMENTS

I have Content Manager installed on my computer   Yes   No

I have used Content Manager before   Yes   No

I require Content Manager and Records Management Induction Training   Yes   No

SECTION SEVEN – CONTENT MANAGER ADMINISTRATOR ONLY

Software loaded on client's machine

ISD added – adjust licences

New Content Manager user created

Link to position in Content Manager

Induction / Training

New user added to email list

Signature: _____ Date: _____