

ORBIT – Student Profiles Module System Access Request Form



Complete this form, have it authorised by your School/Faculty/Area Manager and forward to the Dean of Graduate Studies (Graduate Centre, Level 6, Wyatt House 115 Grenfell St) for approval

Name:		Person ID:	
Faculty/School/Area:		Position/Local Title:	
Phone Number:		Email:	

Type of request:	<input type="checkbox"/> New Access	<input type="checkbox"/> Amend Access	<input type="checkbox"/> Remove Access
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Are you replacing / backfilling an existing user's role in your Department? If yes, please provide the user's name:	YES / NO
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Role Sought:	Nominate below the role sought for which Faculty/School(s)/Discipline(s) and which level of reports as appropriate.
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<input type="checkbox"/> System Administrator	This role gives the user access to all reports for all students, and to the system administration module.
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<input type="checkbox"/> AGC Staff Member	This role gives the user access to all reports for all students.
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<input type="checkbox"/> Postgraduate Coordinator	This role gives the user access to Standard and Summary reports for the requested Academic Area(s).
Academic Area(s)	

<input type="checkbox"/> Other	Please specify:
Access Level	<input type="checkbox"/> Standard <input type="checkbox"/> Summary <input type="checkbox"/> Advanced
Academic Area(s)	

* see overleaf for Report/Access Level definitions

Access & Usage Agreement

I acknowledge that by gaining access to the University ORBIT System I will have access to information confidential to the University in relation to its past & present staff, students & affiliates. I understand that I must not disclose or make use of that confidential information obtained by me at any time, including after access is discontinued, except in the proper course of my duties. In particular, I undertake not to use any confidential information gained by virtue of my access with the intent of securing a benefit for myself, any other person, company or future employer. I further undertake not to use any information confidential to the University in any way without the consent of the University.

I accept that any breach will lead to disciplinary action being taken against me. I understand and accept that disciplinary action can include dismissal from my employment.

I agree to advise the appropriate Systems Administrator/s of any changes in my role which may affect my approved access to this system (eg change of faculty, division, school, branch, discipline, department, duties/roles, leaving the University or going on extended leave).

User Agreement:	Name:	Date:
	Signature:	
Area Approval:	Name:	Position:
	Signature:	Date:
Dean of Graduate Studies Approval:		Date:
	Signature:	

OFFICE USE ONLY

Processed by:	Date:
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Report/Access Level Definitions

System Tab	Report	Post graduate					
		Supervisors	coordinators	AGC	Standard	Summary	Advanced
Operational Reports							
Overview	Tab	Yes	Yes	Yes	Yes	Yes	Yes
Applications	Tab	-	Yes	Yes	Yes	-	Yes
	Applicant List	-	Yes	Yes	Yes	-	Yes
Candidature	Tab	-	Yes	Yes	Yes	-	Yes
	Candidate List	-	Yes	Yes	Yes	-	Yes
	Candidature Details	Yes	Yes	Yes	Yes	-	Yes
	Study History	-	-	Yes	-	-	Yes
Critical Dates	Tab	Yes	Yes	Yes	Yes	-	Yes
	Overdue Dates	Yes	Yes	Yes	Yes	-	Yes
	Upcoming Dates	Yes	Yes	Yes	Yes	-	Yes
Supervision	Tab	Yes	Yes	Yes	Yes	-	Yes
Note:	Current Supervision List	Yes	Yes	Yes	Yes	-	Yes
^ their own & own students only	Supervisor's History	Yes [^]	Yes [*]	Yes	Yes [*]	-	Yes
* in their academic area only	Candidate's History	Yes [^]	Yes [*]	Yes	Yes [*]	-	Yes
Thesis	Tab	-	Yes	Yes	Yes	-	Yes
	Candidates Under Examination List	-	Yes	Yes	Yes	-	Yes
	Thesis Submission Details	-	-	Yes	-	-	-
Completions	Tab	Yes	Yes	Yes	Yes	-	Yes
	Current Completions List	Yes	Yes	Yes	Yes	-	Yes
	Potential Completions List	Yes	Yes	Yes	Yes	-	Yes
	At Risk Completions List	Yes	Yes	Yes	Yes	-	Yes
Summary Reports							
Enrolment Load	Tab	-	Yes	Yes	-	Yes	Yes
	Enrolment Load Summary	-	Yes	Yes	-	Yes	Yes
	Enrolment Details	-	Yes	Yes	-	-	Yes
Teaching Load	Tab	-	Yes	Yes	-	Yes	Yes
	Teaching Load Summary	-	Yes	Yes	-	Yes	Yes
Completions	Tab	-	Yes	Yes	-	Yes	Yes
	Completions Summary	-	Yes	Yes	-	Yes	Yes
	Completions Detail	-	Yes	Yes	-	-	Yes
Program Status	Tab	-	Yes	Yes	-	Yes	Yes
	Program Status Analysis	-	Yes	Yes	-	Yes	Yes
	Program Status Details	-	Yes	Yes	-	-	Yes
Supervision History	Tab	Yes	Yes	Yes	-	Yes	Yes
	Supervision History	Yes	Yes	Yes	-	Yes	Yes
Supervisor Completions	Tab	Yes	Yes	Yes	-	Yes	Yes
	Completions Summary	Yes	Yes	Yes	-	Yes	Yes
Thesis Submissions	Tab	-	-	Yes	-	-	-
	Thesis Submissions	-	-	Yes	-	-	-