

UNSW Student Systems Access Request Form

IMPORTANT INFORMATION

Eligible UNSW staff members may use this form to request new or amended access to the *SiMS*, *myPlan*, *StudyLink*, and *myUNSW Academic Admin* systems.

In adherence with the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), access to these systems is awarded on the principle of least privilege and must correspond to the minimum access required to perform the operational functions of the applicant's position.

Applicant – Please complete all mandatory fields in Sections **1 – 6**, save a copy of this form, and forward (via email) to your Manager and/or Approver.

Manager (Approver) – Check the request, and if approval is granted complete Section **7**. Then submit the form by selecting either the **Submit to IT Service Centre** or the **Submit** button on Page 4.

Please allow up to 5 working days for the application to be processed.

For specific or technical enquiries about student system access, please email SIEnquiry@unsw.edu.au

*If the **Submit** buttons do not work, email form to itservicecentre@unsw.edu.au*

Please complete all mandatory fields: * = mandatory; ** = mandatory if "YES" selected for Section

SECTION 1: Applicant Information (Applicant to complete)

***Applicant zID**

***Applicant First Name**

***Applicant Last Name**

***Applicant Position Title**

***Applicant School/Dept/Unit**

***Applicant Faculty/Division**

***Applicant UNSW Email**

***Commencement of Access** Immediate Specific Date

***Expected Termination of Access** N/A Specific Date

SECTION 2: SiMS Access (Applicant to complete)

***Is access to SiMS required? (Must select one)** YES NO NO CHANGE

NOTE: Access in SiMS will be granted in accordance with default security permissions determined by your UNSW position. Alternate or emulated access can be requested below.

****Select the option that best describes your SiMS access request**

****Type of access required**

****Is there a UNSW staff member who already has the required access?** YES NO

If yes, please provide the following details of that UNSW staff member:

zID

First Name

Last Name

Position Title

School/Dept/Unit

Faculty/Division

****Academic Organisations or Subject Areas you need access for**

Please provide details of required SiMS access, tasks, and/or supporting reasons



SECTION 3: myPlan Access (Applicant to complete)

NOTE: Access to myPlan may be automatically granted to users based on SiMS security roles.
Users requesting initial or updated myPlan access must complete this section in FULL.

- *Is access to myPlan required? (Must select one) YES NO NO CHANGE
- **Level of myPlan access required: Enquiry Only Edit (SiMS Role-Based Access)
- Other – Specify:
- **Please provide details of required myPlan access, tasks, and/or supporting reasons

SECTION 4: StudyLink Access (Applicant to complete)

- *Is access to StudyLink required? (Must select one) YES NO NO CHANGE
- **StudyLink Faculty/Area/Department
- NOTE:** Access in StudyLink will be granted in accordance with default security permissions determined by your UNSW position. Alternate access can be requested below.
- ***Following fields only to be completed if specialised or non-standard access is required*****
- *StudyLink Role
- *StudyLink User Type
- *StudyLink Branch
- *StudyLink Application Filter
- *Please provide details of required StudyLink access, tasks, and/or supporting reasons



SECTION 5: myUNSW Academic Admin Access (Applicant to complete)

***Is access to myUNSW Academic Admin required?** YES NO NO CHANGE

****Please select the access required (multiple selections permitted)**

Lecturer (Instructor)

Academic Enquiries (Advisor)

Service Centre

****Please provide details of required myUNSW Academic Admin tasks and supporting reasons**

SECTION 6: Applicant Sign-Off (Applicant to complete)

***Applicant Full Name**

I have read the UNSW terms and conditions of access, comprising of the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), and agree to comply with them.

***I agree to the above statement**

***Current Date**

SECTION 7: Approver Details & Sign-Off (Approver to complete)

***Approver zID**

***Approver First Name**

***Approver Last Name**

***Approver Position Title**

***Approver School/Dept/Unit**

***Approver UNSW Email**

I have read the UNSW terms and conditions of access, comprising of the [Acceptable Use of Information Resources Policy](#), the [UNSW Cyber Security Policy](#) and the supporting [Cyber Security Standards](#), and confirm that the requested access to SiMS and/or myUNSW and/or myPlan and/or StudyLink is required by this applicant and is compliant. I have appropriate authority to grant this approval, and hereby give my approval for the requested access.

***I agree to the above statement**

***Current Date**



UNSW
SYDNEY

Use **Submit to IT Service Centre** or **Submit** button to submit form.
Alternatively, email the form to itservicecentre@unsw.edu.au.