

# InPlace User Access Request Form



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

Download this form to complete it, save your completed form, then use the send button to forward your request for approval

CREATE CHANGE

## SECTION A – details of user requesting access

UQ Username		Name	
Position Title		Request date	
Faculty/School		Default Discipline	

## SECTION B – Roles requested

Select required roles to be added to user profile

<input type="checkbox"/>	Placement Officer	<input type="checkbox"/>	Provider Contact
<input type="checkbox"/>	Placement Document approver	<input type="checkbox"/>	Preceptor
<input type="checkbox"/>	Safety Advice	<input type="checkbox"/>	Immunisation Verifier
<input type="checkbox"/>	School/ Faculty Reporting	<input type="checkbox"/>	ASD Reporting
<input type="checkbox"/>	UQ Academic Supervisor	<input type="checkbox"/>	Provider Owner
<input type="checkbox"/>	List All ETF for Student	<input type="checkbox"/>	UQ Facilitator
<input type="checkbox"/>	School/Faculty super user		
Justification			

## SECTION C – Requester Personal Agreement

I have liaised with my InPlace School Faculty super user to ensure the access requested is appropriate for my duties.

I have read and agree to abide by the conditions detailed in the following policies:

- Code of Conduct: <https://ppl.app.uq.edu.au/content/1.50.01-code-conduct>
- Privacy Management: <https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>
- Access to Student Systems: <https://ppl.app.uq.edu.au/content/6.10.03-access-student-system>
- Acceptable Use of UQ ICT Resources: <https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources>

Digital Signature	
-------------------	--

## SECTION D – InPlace School Faculty super user approval

I confirm the applicant has received the training to match their access request and their requested access is required to undertake the duties of their job.

Digital Signature	
-------------------	--

## SECTION E – Chair of Placement System Management Committee approval

Digital Signature	
-------------------	--

## SECTION F – School/Faculty Manager or Academic Registrar approval

Digital Signature	
-------------------	--