CIS USER REGISTRATION FORM
ACCESS THE CURRICULUM INFORMATION SYSTEM (CIS)

UTS

SECTION 1: STAFF MEMBER DETAILS

Family name . . . . Given name . . . .

Position/title . . . . New or existing user . . . .

Faculty/Course area/unit . . . . Staff number . . . .

UTS email . . . . Ext. . . . .

SECTION 2: COURSE INFORMATION (CI)

Note: If you are a subject coordinator, you generally do not need access to Course Information (CI).

Data

I need to be able to:

- View data
- Edit data

In what faculty?

- All faculties
- The following faculty:

. . . .

What type of data?

- Courses
- Subjects
- Majors/Sub-majors/Choice blocks/Streams
- Course Area

Administration

Note: Subject coordinators do not need administrative access in CI.

I need to be able to:

- Add/edit/delete/email users
- Run reports (excluding GA which is covered later)
- Download zipped faculty SO PDFs

SECTION 3: SUBJECT OUTLINES (SO)

Note: If you are a subject coordinator, you need access to Subject Outlines (SO).

Data

I need to be able to:

- View data
- Edit data

What subjects do you need access to?

- All subjects in all faculties
- All subjects in the following faculty:

. . . .

- All subjects in the following course area:

. . . .

- The following subjects (specify subject codes):

. . . .

Administration

Note: Subject coordinators do not need administrative access in SO.

I need to be able to:

- Add/edit/delete/email users
- Create/manage assessment tasks
- Edit Faculty Board-approved assessment tasks fields

SECTION 4: WORKFLOW (CHANGE REQUESTS)

Note: Check with your faculty administrator as to whether your faculty uses this function.

I need to be able to:

- Create and submit change requests (via SO)
- Respond to change requests (via CI)
  - Receive initial change request emails
- Approve change requests (via CI)

SECTION 5: GRADUATE ATTRIBUTES

Note: All users with access to CI can view GA data via the 'Graduate Attributes' tabs. Generally subject coordinators do not need edit access to GA.

I also need to be able to edit GA data in:

Course Information (CI): Courses (GAs, CILOs); Subjects (Parent SPK, SLOs, Practicum); Majors (Parent SPK, CILOs); Course Area (GAs)

Subject Outlines (SO): Criteria linkages

SECTION 6: USER DECLARATION

I understand my role and responsibilities in the Curriculum Information System. I have familiarised myself with the CIS documentation and agree to access it to aid my understanding and navigation of the system.

I have also read the Award Course Approval Policy and Award Course Approval and Publication Procedure.

I confirm that by agreeing to this User Declaration I will:

(a) adhere to the guidelines in the documentation

(b) comply with relevant policy and procedures

(c) ensure my password is not made available to others or saved at login

. . . .
Name

. . . .
Signature   Date (dd/mm/yy)

SECTION 7: ACCESS APPROVAL

To be signed by the CIS admin person in your faculty (see CI/ Documentation / Contacts or SO / Documentation / Contacts for details) who, by signing, confirms that the access you are requesting is appropriate.

. . . .
Name

. . . .
Signature   Date (dd/mm/yy)

. . . .
Position