CMIS and Timetables and Room Bookings Security Access Application

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| **For UoG Staff:** Once you have completed the form your Head of Academic & Student Administration or Head of School/Research Institute Admin or Head of Service must approve your application before access can be granted. |
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| **For NHS Staff:** Once you have completed the form your Head of Department must approve your application before access can be granted. You will also need to obtain a GUID in order to access systems and should contact the T&LC Centre Manager to arrange this. |
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| **Your Contact Details** *(all fields must be completed)* |
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| Forename: | Click here to enter text. |
|  |  |  |
| Surname: | Click here to enter text. |
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| College/School/Institute/Service/NHS: | Click here to enter text. |
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| Organisation code: | Click here to enter text. |
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| Staff Number (UoG only): | Click here to enter text. |
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| Login User ID (GUID): | Click here to enter text. |
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| University Email Address: | Click here to enter text. |
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| Tel No/Ext: | Click here to enter text. |
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| Workplace Address: | Click here to enter text.Click here to enter text.Click here to enter text.Click here to enter text. |
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| Name of access request approver: | Click here to enter text. |
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| **Access Requirements** |
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| Please enter ‘Y’ in the ‘Access’ boxes below to indicate the access required. |
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| **Role** | **Description** | **Access** |
| Lead School Timetabler | Required to co-ordinate & manage timetabling activity within their School/Institute/Service and to approve Change Requests. | . |
| School Timetabler (NHS Super User) | Required to build the teaching events in CMIS to enable the timetable to be constructed | . |
| Local Space Manager(NHS Room Allocator) | Required to allocate and book locally managed rooms using CMIS | . |
| Local Space Approver | Required to approve booking requests submitted through the online booking system. | . |
| Timetabling Manager | Required to maintain an overview of activity, manage workload and troubleshoot, using delivered MI and data views | . |
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| **Declaration:** I understand that authorisation for access to university records is granted strictly on an individual basis for specific and limited purposes (as outlined above) in accordance with the requirements of my job. It is prohibited for me to use my authorisation for access for any other purposes. It is prohibited to transfer my authorisation for access to any other individual. I further understand that any data held in, or extracted from, or input into, central records must be processed in accordance with the provisions of data protection regulation.  |
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| ***Once you have completed this part of the form please email it to the named approver (as above) for their authorisation.*** |
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| ***College / Service /NHS Approver Use Only*** |
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| ***Note:*** *Access should only be approved if relevant to staff member’s job role.* |
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| **Action** | **Date** | **Approver name** |
| Application form received | . | Click here to enter text. |
| Approval granted | YES | Application forwarded to CTT | . | Click here to enter text. |
|  | NO | Returned to requester | . | Click here to enter text. |
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| Once you have approved this application please send as an email attachment, from your own email account, to **timetabling@glasgow.ac.uk** |
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| ***CTT Use Only*** |
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| **Action** | **Date** | **By** |
| Approved application form received | . | Click here to enter text. |
| Training completed Yes / No | . | Click here to enter text. |
| Access created | . | Click here to enter text. |
| Once complete send to IT Services via Ivanti |
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| ***ITS Use Only*** |
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| **Action** | **Date** | **By** |
| User Registration System updated | . | Click here to enter text. |
| Timetables and Room Bookings access created | . | Click here to enter text. |
| App-V access created | . | Click here to enter text. |
| CMIS Launcher removed (if present) | . | Click here to enter text. |
| Terminal Server access created (NHS & T&LC staff only) | . | Click here to enter text. |
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| ***Once your access has been granted an email will be sent to you*** |