



Syllabus Plus Access Form – **School Timetablers Only**

Please complete the details below and fax to: Timetabling Team – **Fax No. 21657**
or send to : Timetabling Team – Student and Academic Services

Your Details (Please print clearly)

First Names		Surname	Mr/Ms
Division / School		Campus	
Email Address		Extension	
New Account <input type="checkbox"/>	Delete Account <input type="checkbox"/>	Modify Account <input type="checkbox"/>	

Access Requirements

Syllabus Plus Database	Primary Timetabler	Backup Timetabler
Version 3.5.1 (2009)	<input type="checkbox"/>	<input type="checkbox"/>
Version 3.5.1 (2010)	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

- I will undertake all appropriate training Modules throughout the year
- I understand that I must not share my username and password with anyone else
- I am responsible for any data changes made under my username or any requests for changes made by PAT Team

Your Signature	Date
----------------	------

Head of School Declaration

I Declare that the applicant can be granted the access indicated above.

Head of School Name	Signature	Date
---------------------	-----------	------

Please forward this form in the Internal mail in an envelope marked “ Student and Academic Services Unit – Syllabus Plus Access” or fax to extension 21657

Student and Academic Services Use Only

Account Created / Modified / Deleted (Please Circle)	<input type="checkbox"/>	EMU - Distribution Lists Updated	<input type="checkbox"/>	
School Timetabler Distribution list Updated	<input type="checkbox"/>	Email to User sent	<input type="checkbox"/>	
Completed by				Date