

**University of Liverpool Computing Services
Staff Registration for use of Business Objects and Individual Folder Access**

NOTE: THIS APPLICATION MUST BE SUPPORTED BY YOUR HEAD OF DEPARTMENT OR SCHOOL MANAGER AND YOU MUST BE REGISTERED ON THE MANAGED WINDOWS SERVICE TO ACCESS THESE SERVICES

Staff can self-register for the Managed Windows Service online at <http://www.liv.ac.uk/register>

SECTION A: TO BE COMPLETED BY APPLICANT			
Title:		Initials:	Surname:
MWS Username:		Staff ID Number:	
School or Central Professional Services Department:			
Team (Professional Services Staff) :			
Email address:		Contact Phone Number:	
Are you to write and edit your own reports in Business Objects (Please Circle)?			Yes / No
SECTION B: Business Objects Folders (To be filled in by Your Team Leader or School Manager)			
General Access – By default with your managers sign off you will be granted access to the Central University Reports & Business Intelligence Information Spaces (Section C Sign off Required): <i>Central University Reports hold reports on student related data; this does not include Examinations data. Explorer Spaces in Business Intelligence Information Spaces will give access to student level data as well as Business Intelligence on for the Annual Subject Review and Research Data</i>			
Central University Examinations (The Exams team in SAS authorisation required, Section D): This access is read only you need to ask the Exams team for specific edit rights to hold your own versions of these reports.			YES/NO
IRIS Reports: (Sub Folder under Central University Reports) Authorisation from Chris Gore in RSO required in Section E			YES/NO
Departmental Specific Folder(s)			
<i>These folders are SAS (Rebecca Burns) /Marketing and Communication (EMRC Team Leads) /RSO (Chris Gore) /Strategic Planning (Alison Fairclough) /Continuing Education (Sandra Sheridan) /ELC (Mark Ingarfield) Elements (Rachel Baird/Lauren Sandford) - Authoriser Must sign section F.</i> <i>List any specific subfolders and whether there is edit access to the folder, if unsure of subfolders the Authoriser may have better knowledge on what folder access is appropriate.</i>			
Name of Folder(s):			Edit Access (Y/N)
Other Public Folder(s) please list out the exact name:			
Before signing this form, please read the current Regulations and Code of Practice for the use of IT Facilities at the University, which may be viewed at http://www.liv.ac.uk/csd/regulations/			
Declaration <ul style="list-style-type: none"> I have read and agree to abide by the Regulations and Guidelines and any additions or amendments as are issued from time to time by the relevant University Authority. I agree to the inclusion of my name, departmental address and phone number in the Computing Services directories which can be viewed by other users. 			
Signature of applicant:		Date:	
Please ensure that <u>all</u> authorisations on both sides have been completed before sending the original signed copy of this form to: Service Desk, Computing Services, Brownlow Hill, Liverpool L69 3BX. Alternatively, send a scanned copy to servicedesk@liv.ac.uk , CSD will email you with further details of your registration. PLEASE ALLOW 4 WORKING DAYS FOR PROCESSING.			

SECTION C: TO BE COMPLETED BY APPLICANT'S HEAD OF DEPARTMENT OR SCHOOL MANAGER

The above named is attached to my department or school. To the best of my knowledge, the details contained in this form are correct and the applicant requires access to Business Objects.

Your Full Name: (BLOCK CAPITALS)

Signature of Head of Department or School Manager:

Date:

SECTION D: TO BE COMPLETED BY THE FOLDERS AUTHORISOR FOR CENTRAL UNIVERSITY EXAMINATIONS

Full Name: (BLOCK CAPITALS)

Signature:

Date:

SECTION E: TO BE COMPLETED BY THE AUTHORISOR FOR IRIS REPORTS

Name of Folder:

Full Name: (BLOCK CAPITALS)

Signature:

Date:

SECTION F (i): TO BE COMPLETED BY THE OWNING DEPARTMENT FOLDERS AUTHORISOR

Name of Folder:

Full Name: (BLOCK CAPITALS)

Signature:

Date:

SECTION F(ii): TO BE COMPLETED BY THE OWNING DEPARTMENT FOLDERS AUTHORISOR

Name of Folder:

Full Name: (BLOCK CAPITALS)

Signature:

Date:

For Computing Services use only

Application	Registered	Other Notes	Date	Initials
Business Objects	Please tick			