

**MyCampus Security Access Application**

Once you have completed the form, the named approver for your College/School/Institute/Service must approve your request before access can be granted.

**Named Authority/Approver**

* Adviser Access – Chief Adviser Approval
* Admissions Access – Head of Admissions & Support (RIO)
* All other Access (School /RI /Services staff) – Head of School/Research Institute or Head of Service
* All other Access (College Staff) – Head of Academic & Student Administration

**Your** **Contact Details** fields marked with \* are required

Existing User (enter ‘yes’ or ‘no’)

Forename\*

Surname\*

College/School/Institute/Service\*

Staff Number\*

Login User ID (GUID)\*

University Email Address\*

University Tel No/Ext\*

University Address\*

Name of person who will approve your access request

Signature of approver

**MyCampus Access Requirements**

Please enter ‘Y’ in the boxes below to indicate the following:

* The relevant training associated with the access requested has been completed

For all access ‘MyCampus Fundamentals’ is a pre-requisite; users should complete the course on Moodle; following a 100% pass rate, your general, read only access will be updated within 48 hours.

For access to adviser of studies functions, you can sign up to training via HR Core—alternatively if you have completed local training with a colleague and feel confident with the processes, please complete this form and your access can be updated.

For access to the Admissions functions, please forward your completed access form to the Head of Admissions for approval.

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| --- | --- | --- | --- |
| **Records Access Required** | **Add** | **Training** | **Local Training**  **Complete** |
| **Adviser of Studies** | | | | |
| Adviser Admin (for Chief Adviser) |  | **Adviser & Chief Adviser (Administrative)** |  |
| Adviser Admin (for Adviser of Studies) |  |
| Chief Adviser |  | **Adviser & Chief Adviser (Academic)** |  |
| **Student Admissions** | | | | |
| Direct Admissions Processing (PGR) |  | **Direct Admissions Processing (PGR)** |  |
| Direct Admissions Selector (PGR) |  | **Direct Admissions Selector (PGR)** (guide available) |  |
| Direct Admissions Processing  (PGT, LLL, UG, PT) |  | **Direct Admissions Processing  (PGT, LLL, UG, PT)** |  |
| Direct Admissions Selector  (PGT, LLL, UG, PT) |  | **Direct Admissions Selector  (PGT, LLL, UG, PT)** |  |
| UCAS Admissions Processing |  | **UCAS/UTT Admissions** |  |
| UCAS Admissions Reviewing |  | **UCAS/UTT Admissions** |  |

**Additional Information**

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**Data Protection Act. 1998**

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 the Data Protection Act 1998.

Please check the box:

Once you have completed this part of the form, please email it to the named approver (as above) for their authorisation.

You can also print the form for the named approver to sign—please then scan it and attach it to an IT Helpdesk support call:   
http://www.gla.ac.uk/services/it/helpdesk/ call, or email it to [slsd@glasgow.ac.uk](mailto:slsd@glasgow.ac.uk)

Once your access has been granted an email will be sent to you by the SLSD Team