Human Resources Division

Business Objects Access Request Form

Applicant Details

Employee Name		**Employee No**	
Department		**Date**	
Email Address		**Phone**	
University Username		**If you are unsure what your username is, call the ASKOTAGO** DDI: +64 3 479 7000	

Request Details - Business Objects

Access Type	HR Reports for Departments ☐ Other (Please Specify) ☐ Other:
Access Level	Division ☐ School ☐ Department ☐ Name:
Reason for Access	
☐	**Declaration**: I have read and agree to the terms and conditions of computer usage as detailed in the Policies and Regulations published on the University of Otago website. *An electronic copy of these is available here.*
Applicant signature	**Date**
HOD Name	
HOD Signature	**Date**
Note: If you are requesting access across a school or Division, then the Dean or Divisional Head must also sign this form	
Dean's Name	
Dean's Signature	**Date**

Please return this application form to HR Systems (hr.issupport@otago.ac.nz). You will be contacted by e-mail when your access has been set up.