



# Human Resources Division

## Business Objects Access Request Form

*HR Office use only*

Applicant Details			
<b>Employee Name</b>		<b>Employee No</b>	
<b>Department</b>		<b>Date</b>	
<b>Email Address</b>		<b>Phone</b>	
<b>University Username</b>	If you are unsure what your username is, call the ITS Helpdesk on 8888.		
Request Details - Business Objects			
<b>Access Type</b>	HR Reports for Departments      Other (Please Specify) Other:		
<b>Access Level</b>	Division      School      Department Name:		
<b>Reason for Access</b>			
	<b>Declaration:</b> 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. <i>An electronic copy of these is available <a href="#">here</a>.</i>		
<b>Applicant signature</b>	<b>Date</b>		
<b>HOD Name</b>			
<b>HOD Signature</b>	<b>Date</b>		
<i>Note: If you are requesting access across a school or Division, then the Dean or Divisional Head must also sign this form</i>			
<b>Dean's Name</b>			
<b>Dean's Signature</b>	<b>Date</b>		

**Please return this application form to HR Systems ([hrrsystems@otago.ac.nz](mailto:hrrsystems@otago.ac.nz)). You will be contacted by e-mail when your access has been set up.**