



Human Resources Division

Business Objects Access Request Form

HR Office use only

Applicant Details			
Employee Name		Employee No	
Department		Date	
Email address		Phone	
University username		If you are unsure what your username is, call the ITS Helpdesk on 8888.	
Request Details - Crystal Enterprise Reports(Business Objects)			
Access requested	<input type="checkbox"/> Division <input type="checkbox"/> School <input type="checkbox"/> Department <input type="checkbox"/>		
Reason for request			
<input type="checkbox"/>	Declaration: I have read and agree to the terms and conditions of computer usage as detailed in the Computer Regulations published in the University of Otago Calendar. <i>An electronic copy of these is available here.</i>		
Applicant signature			Date
HOD Name			
HOD Signature			Date
<i>Note: If you are requesting access across a school or Division, then the Dean or Divisional Head must also sign this form</i>			
Dean's Name			
Dean's Signature			Date

Return this application form to HR Systems (hrrsystems@otago.ac.nz) OR fax 479 8279). You will be contacted by e-mail when your access has been set up.