

# CM ACCESS REQUEST FORM

*Note: This form can be completed online, then lodged with the Records Management office.*

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Username: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Supervisors signature: \_\_\_\_\_  
End Date (applicable for staff or associates who require temporary access only): \_\_\_\_\_

## Conditions of Access

Access to CM will only be granted to University staff and authorized consultants/associates engaged by The University of the South Pacific and is subject to the following:

CM contains both confidential information and information of a sensitive nature. Users agree to only access, use or disclose information for the official purpose of their employment or engagement with the University.

You must notify the Records Management office when you are leaving the University, changing organisational units or moving positions. If you will be absent from your position for longer than a month you must notify the Records Management office who will temporarily associate your account to the person acting in your position or have your CM account suspended during your absence.

Any platforms, PC's or mobile devices used to access CM must be constrained to a secure environment to prevent unauthorized access to University records and information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Installation & Training Requirement

**Please tick Yes or No**

I have CM on my computer .....	Yes	No
I have used CM before .....	Yes	No
I require introductory CM Training .....	Yes	No

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**For Records Management Official Use:  
Approval for access**

Manager, Records Management

**Installation & PC Setup**

Username has been confirmed .....	Yes	No
CM Profile has been Created.....	Yes	No
User has been informed .....	Yes	No
Folder Structure/Access Control has been defined .....	Yes	No
CM software has been installed/PC Setup .....	Yes	No
Training has been scheduled (if required) .....	Yes	No

For further information or for advice please do not hesitate to contact the Records Management office.