

IT Services



Course Resources Support Staff Access

Please complete this form only if you are Support staff and require additional access for Academic Support purposes. Most staff will have general access to Course Resources for teaching, and this will be provided automatically.

User Details		Username	
Name		Department/College	
Job Title		Tel Ext	

Course Resources Support Staff training			
Please confirm the reason for access			
Signed by User		Date	

I am confident that the access requested here is the minimum required by the task. I confirm that the employee is aware of the need to comply with our Acceptable Use Policy			
Authorised by Line Manager / date:	Signature	Print name	Date
Authorised by System Data Owner/ date:			

Please return the completed form to itservicecentre.derby.ac.uk or to **KR-B108, Tel:1234**. On receipt of the completed form, you will be provided with a reference number for your request.