

REQUEST FOR ACCESS TO TRIM

Complete this form and forward it to Central Queensland University Records and Archives Office. The Records and Archives Office has sole authority to add or change access details within TRIM. Access will only be provided to records of your organisational unit unless additional authorisation is provided.

Person Request Details	
Name	
Position	
Faculty/Unit	
Telephone	
Email	
Staff login	
Signature of applicant	Date

Application Details	
Specify User Type	<input type="checkbox"/> New User <input type="checkbox"/> Replacing existing user
If replacing existing user specify existing user's name	
Specify access type	<input type="checkbox"/> View <input type="checkbox"/> Create

Faculty/Unit Authorisation	
Name of HOD or delegate	
Position	
Faculty/Division	
Telephone	
Signature of HOD or delegate	Date

Records and Archives Office Only	
Access Approved by	
Signature	Date