Xetta Access Request

PROCESS:

1. **Undertake Xetta training on learn.uq.edu.au**
2. **Self-enrol in the TSM (Training Success Meter) and pass the assessment (90% pass rate)**
3. **Complete below form and have Supervisor sign form (hard copies will be accepted)**
4. **Submit completed form to cash@uq.edu.au**

The security of this account is the responsibility of the applicant.
Any damage or misuse of data is a criminal offence and may result in misconduct proceedings.

Applicant Information: (*Please print all information clearly*)

UQ User (Single Sign on)		Phone number	
Full name		Email address	

Access Type

New access		Copy existing user access *(this will override any existing access)*	
Existing and needs additional access		Name of the UQ User to copy **(single sign-on)**	
Replace existing access			

Please fill in role and location details below if not copying an existing user

Xetta Role Required

View only access		Administrator *(FBS & EntSS)*	
Cashier access		Other **(type details below)**	
Supervisor access			

Location where Xetta is required

Location name	
Computer name *(e.g. FBS-FJ2BYC3*	
IP address	

Supervisor Approval

Supervisor name			
Email address		Extension number	
Signature			