

# myTimetable Registration Form

## Access To myTimetable



UNIVERSITY OF  
TECHNOLOGY SYDNEY

### SECTION I: TO BE COMPLETED BY APPLICANT

Staff Personal Details (Mandatory)						Current and Previous UTS Students
Staff Number	Surname	First Name	Faculty / Unit	Extension	UTS Staff Email	Student Number

I am familiar with my roles and responsibilities with regard to having access to myTimetable. I confirm that I am aware of the UTS staff Code of Conduct.

### SECTION II: TO BE COMPLETED BY AUTHORISED SIGNATORY

Applicant's Signature

Date:

#### User Profile

Indicate the type of user access required. You can only select one type of user access.

User Profile	Add / Remove / Extend
Faculty Support	
Student Centre Team Leader	
Student Centre Team Member	
Subjects Logistics Management	
International Read Only	

### SECTION III: STUDENT SYSTEMS USE ONLY

Request Validated	Check List
	User Added to E-Brief
	Other Faculty Approval if Required

**ACADEMICS: No Form Required. Please lodge a job to ITD via [ServiceConnect](#) to request access to myTimetable.**

#### Faculty / School

Indicate the faculty or school whose subjects you are requesting access to.

Faculty Name:	School Name:
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#### Non Faculty Owned

Access to another faculty's or school's subjects will only be given if pre approval by the owning faculty has been lodged with the CASS Helpdesk.

Faculty Name:	School Name:
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I \_\_\_\_\_ (*manager/authorised signatory print name*) am familiar with myTimetable access that is provided by the user type requested and what access the position of the staff member identified above requires.

Manager/Authorised Signatory:	Date:
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Access actioned by:	Date:
Comments:	