



**SECTION 2. RAISER'S EDGE ACCESS:** Complete the following information to identify user type for allocation of the user's security group.

Place a tick in the appropriate boxes that apply to your *primary functions* within the position you hold:

**FOR NEW USERS Add:**

<input type="checkbox"/> Marketing	<input type="checkbox"/> Events Management	<input type="checkbox"/> Administration
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Relationship Management	<input type="checkbox"/> Other (please explain) _____

**FOR EXISTING USERS Change from:**

<input type="checkbox"/> Marketing	<input type="checkbox"/> Events Management	<input type="checkbox"/> Administration
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Relationship Management	<input type="checkbox"/> Other (please explain) _____

**Change to:**

<input type="checkbox"/> Marketing	<input type="checkbox"/> Events Management	<input type="checkbox"/> Administration
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Relationship Management	<input type="checkbox"/> Other (please explain) _____

\* **Start date:** \_\_\_/\_\_\_/\_\_\_      **End date:** \_\_\_/\_\_\_/\_\_\_

- NOTE:**
- 1) It is the responsibility of the Dean, Associate Dean, Faculty Manager or Divisional Director to confirm the appropriate security group.
  - 2) The staff within the Systems and Information Management Team, or other delegated officers, may query the selection of user type and may subsequently decline the request, or may offer a more suitable alternative.
  - 3) If a suitable security group cannot be determined then the Systems and Information Management Team, within DACR, should be contacted.
  - 4) Start and End Dates – Complete only if the access is required to be restricted to a specific timeframe.
- \* **IMPORTANT: All requested access for temporary, casual or other short term appointments MUST include start and end dates.**

**SECTION 3. REPLACE A CURRENT RE USER:** Complete the following information to identify an existing user who is to be replaced.

**Name of existing user:**

Last name (please print)	First and middle names	Title
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**Faculty/Centre/ Department:** \_\_\_\_\_ **RE Login:** \_\_\_\_\_

**Reason for which current user is being replaced by user in Section 1:** \_\_\_\_\_

**SECTION 4. USER ACCESS APPROVAL**

(Please ensure that this form is complete, signed and the appropriate approval obtained).

PERSON REQUESTING ACCESS TO Raiser's Edge

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature      Date \_\_\_/\_\_\_/\_\_\_

APPROVED BY  
(Dean, Associate Dean, Faculty Manager or Divisional Director)  
Please confirm the applicant's selection in Section 2

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature      Date \_\_\_/\_\_\_/\_\_\_

**Systems and Information Management Team use only:**

User name: \_\_\_\_\_

Security group: \_\_\_\_\_ # in that group \_\_\_\_\_

**ACTIONED BY:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_