Request for Access to ESP Maximo

For assistance in completing this form, refer to the notes below.

1. User Details  New User ☐ or Modify System Access ☐
   Effective Date: (d/m/y)

Name (Surname): First Name:
Budget Unit: Telephone:
Uni ID: Email:

2. Operator Roles Required
   In the option columns below, mark 'A' = Add or 'D' = Delete, as appropriate.

<table>
<thead>
<tr>
<th>Role</th>
<th>Option</th>
<th>Role</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Work Request</td>
<td>Available to Facilities &amp; Services Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Work Costs</td>
<td>Create Maintenance Work Orders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter Equipment/Plant Data</td>
<td>Enter Labour Usage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Plans</td>
<td>Enter Financial Data</td>
<td></td>
<td></td>
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<tr>
<td>Create PM's</td>
<td>Create Purchase Requisitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run PM's</td>
<td>Inventory Control</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Applicant's Agreement
   I have read the Conditions for Access to the Centralised Administrative Computing Resources, Facilities and Data and agree to abide by them. [viewable at http://cis.anu.edu.au/access/policy1.asp]
   Applicant's signature: Date:

4. Authorisation by Business Officer / Budget Unit Manager
   Name: Signature: Date:

After the authorisation, please forward to Systems & Information Technology, Bldg 124 or Fax to Ext 50777.

F&S BUSINESS SYSTEMS & QA OFFICE TO COMPLETE
   Operator created & notified: Signature: Date:

Notes to Completing the Form

1. User Details
   Please provide your name, contact details and associated Budget Unit.

   Uni ID (or User Number): To be granted access to the ESP system, you must provide either an employee (7 digits) or affiliate (6 digits) number depending on your status within the University. This number is the same number used to set up email accounts. If you are not sure of your appropriate number, please consult your Local IT Support Staff (LITSS). When you know your number, please tick your appropriate status, indicating whether you already have ESP access. Please note, the letter U has only been added for illustrative purposes. The actual Uni ID for affiliates starts with an 'A'.

2. Operator Role Requirements
   Operator roles define what functions, pages and reports you will be granted access to, depending on the role that you are to perform. You can be assigned multiple roles if you are performing multiple duties. To determine which operator roles you need access to, please refer to the web page www.anu.edu.au/facilities/site_services/maximo/roles

3. Applicant's Agreement
   Conditions for Access to the Centralised Administrative Computing Resources, Facilities and Data can be viewed from the Corporate Information Services Security web page http://cis.anu.edu.au/access/policy1.asp

4. Authorisation by Delegate/Business Officer/Budget Unit Manager
   The access request must be authorised and signed by an Officer within the Budget Unit with the necessary delegation.

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