

Request for Access to SCU Content Management System

Please read the Conditions of Access, complete, sign and return to Web Systems, Administrative Systems Group at staffweb@scu.edu.au. If you require further assistance please call 02 6626 9137, email staffweb@scu.edu.au.

Conditions of Access

- The CMS will only be accessed and used for the purpose for what your role has been requested to do.
- The user must not disclose his/her ID and password to any other person. The user must take precautions to keep the password secret and to prevent others from using his/her account.
- No css, scripting, php or javascript files are to be input into the content editing box. These are to be sent to staffweb@scu.edu.au for evaluation and inclusion in the website in the appropriate procedure.
- All content within the SCU website will be audited for appropriateness and the correct coding techniques and as such you may be required to respond to these audits.
- You must read and adhere to the [Using the SCU Content Management System Guide](#); [Website HTML and Content Editing Guide](#); [SCU Editorial Style Guide](#). You must also request training which can be done by phone. Please contact staffweb@scu.edu to book training.

1. Name

2. School or Directorate/Unit

3. Contact Details (email and phone number)

4. Site URL _____

5. Reason for access to the SCU Content Management System

Level of Access (please mark with a X).

- | | |
|---|---|
| <input type="checkbox"/> Level 1: Site Admin | <input type="checkbox"/> Level 2: Content editor or document upload |
| <input type="checkbox"/> Level 3: Content editor and approver | <input type="checkbox"/> Level 4: Snippet Admin – only for specialist request |

Agreement to Conditions of Access

I have read and will comply with the Conditions of Access.

Signature of staff member

Date

Signature of Supervisor/Manager or Site Admin

Date

Name in Print of Supervisor/Manager/Site Admin: _____