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**Orbis (Beedie Community) Access Request**

**Freedom of Information and Protection of Privacy**

Access to the Orbis (Beedie Community System) is subject to the Beedie School of Business’s confidentiality policies and the privacy rules set out in the Freedom of Information and

Protection of Privacy Act. These rules govern appropriate collection (i.e. updating), accuracy, protection, use and disclosure of a student’s personal information recorded on this system. Only employees who

need to see this information to do their jobs are permitted access. Employees granted accesses to this personal information are responsible for ensuring compliance with the policy and privacy rules.

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| --- | --- | --- | --- |
| **Applicant’s Name:** | **Computing ID:** | **Email:** | * **New Access** * **Change Access** |
| **Department:** | **Telephone:** | **Do you currently have SIMS access?** | **Signature:** |
| **Step 1: Identify Access Requested:** | | | |
| **Career Management Centre**   * Administrator \* * Counseling team * Employer Relations team * Support team * Student / temporary staff | **Graduate Admissions / Recruitment**   * Administrator \* * Appointment / Interview provider * Contacts Manager | **External Relations / Advancement / Alumni Relations**   * Administrator \* * Events manager * Contacts Manager * Advancement / Donor | **Graduate Student Services / Admissions**   * Administrator \* * Club administrator * Academic Advisor * Program support |
| **Executive Education**   * Administrator \* * Events Manager * Contacts Manager | **Finance / Administrative Services**   * Administrator \* * Advanced * Standard | **Undergrad Student Services**   * Administrator \* * Club administrator * Academic advisor * Program support | **Marketing / Public relations**   * Administrator \* * Events Manager * Web content manager * Site content manager |
| **Program Administrator**   * Mentors-in-Business * CareerTalk * Speakers Bureau * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Faculty / Administration**   * Administrator \* * Advanced * Standard * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

\*Requires advanced system configuration training.

**Step 1:** Complete this form. Be sure to sign it above as noted.

**Step 2**: Attach signed Privacy and Confidentiality Agreement if you have not completed one previously.

**Step 3**: **Departmental Authorization** (By signing this form, you authorize access to Orbis (Beedie Community) for the above-named staff member in your Department. You are

responsible for ensuring that this staff member is apprised of and abides by all relevant privacy policies.

**Applicant’s Supervisor**: Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Supervisor’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@**sfu.ca

**Confirmation of Orbis Access** (systems use only): Permission template assigned? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rejection of Orbis Access** (systems use only): Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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