

# myTimetable User Access Form

## Purpose of this form

Any member of staff that requires access to the timetabling system must complete this form and return it to the Teaching Bookings office for approval. Permissions are only established for the specific academic departments/centre(s) specified in the relevant section below.

## User Details

<b>First Name:</b>	<b>Surname:</b>
<b>University User ID:</b>	<b>Job Title:</b>

Please list the department(s)/centre(s) you wish to represent in the boxes below


## TO BE COMPLETED BY CENTRAL BOOKINGS TEAM:

To specify system permissions for the above departments indicated above (please put an x in the relevant boxes):

Allocate students to activities:	Administer staff and Location records	Define timetable requirements: X
View only user:	Book departmentally owned locations:	Other (please specify)

Signed by user \_\_\_\_\_

Approved by Timetable Office: \_\_\_\_\_