



Xetta Access Request Form

Use this form to Create/Update user access for the Xetta Receipting System.
Upon completion please email to fps-bso@anu.edu.au

User Details

Name:

University ID:

College/Division:

Access Type

Inquiry

Inquire on transactions

Cashier

Process receipts at a
receipting point

Event

Inquire and manage
Event Bookings

Merchandising

Inquire, manage and
export e-store orders

Cashier Register

This section is applicable only if Cashier Access is required

Is a new POS (receipting point) required?

Yes

No

Please provide the Computer Name for the new POS

Applicant Agreement

I have read and agree to abide by the [Policy: Acceptable use of information technology](#) and related Procedures

Signature:

Date:

Authorisation by Finance Manager

Name:

University ID:

Signature:

Date: