



Please complete sections 1 and 2, print the form, obtain the applicant's and the delegate's signatures for sections 3 and 4, scan the form, then email it to: TM1@anu.edu.au. Please note that this form may not work in Firefox.

1. Applicant Details

First Name

Last Name

College / Division

Unit/Department

University ID

Position

Phone Number

2. TM1 Access

2.1 Recurrent and Special Purpose Funds Budget

Need Data Entry Access

Need Read-Only Access

Do Not Need Access (skip to section 2.2)

Please list the area(s) you need to access: (i.e. "College of Law" for college/service division level access, "Research School of Biology" or "My department" for school/department level access, and "University" for all areas):

I currently have access to the HR Management System

Yes

No

* TM1 budget access is managed according to your departmental security in the HR Management System (HRMS) – this requires Role ANU_HR_FININQ or ANU_HR_FINMAN. If you do not have access to the HRMS, please arrange the access (<https://services.anu.edu.au/information-technology/software-systems/hr-management-system>) and inform TM1@anu.edu.au once the access is granted.

2.2 Recurrent Income Budget

Need Data Entry Access

Need Read-Only Access

Do Not Need Access (skip to section 2.3)

Please list the area(s) you need to access: (i.e. "College of Law" for college/service division level access, "Research School of Biology" or "My department" for school/department level access, and "University" for all areas):

2.3 Student Load

Need Data Entry Access

Need Read-Only Access

Do Not Need Access (skip to section 2.4)

Please list the area(s) you need to access: (i.e. "College of Law" for college/service division level access, "Research School of Biology" or "My department" for school/department level access, and "University" for all areas):

2.4 Electricity Invoicing

Need Data Entry Access

Need Read-Only Access

Do Not Need Access (skip to section 2.5)

Please list the area(s) you need to access: (i.e. "College of Law" for college/service division level access, "Research School of Biology" or "My department" for school/department level access, and "University" for all areas):

2.5 ANU Quarterly Procurement Planning (APP)

Need Data Entry Access

Need Read-Only Access

Do Not Need Access

Please list the area(s) you need to access: (i.e. "College of Law" for college/service division level access, "Research School of Biology" or "My department" for school/department level access, and "University" for all areas):

3. Applicant Agreement

I have read and agree to abide by the conditions detailed in the following ANU policies and procedures:

- [Code of Conduct - Policy](#)
- [Acceptable Use of Information Technology - Policy](#)
- [Account Management and Access - Procedure](#)
- [Privacy - Policy](#)

Signature

Date

4. Authorisation by Delegate (Dean/Director of a College/Division or General Manager)

Name

University ID

Signature

Date

Please email the scanned form to: TM1@anu.edu.au.

5. Office Use Only – Additional Authorisation

5.1 Recurrent & SPF Budget

Office Use Only - Authorisation by Associate Director, Financial Planning and Analysis:

Name Signature Date

Approved areas for access:

5.2 Recurrent Income Budget

Office Use Only - Authorisation by Associate Director, Financial Planning and Analysis:

Name Signature Date

Approved areas for access:

5.3 Student Load

Office Use Only - Authorisation by Manager, Corporate Planning:

Name Signature Date

Approved area for access:

5.4 Electricity Invoicing

Office Use Only – Authorisation by Facilities and Services Delegate:

Name Signature Date

5.5 ANU Quarterly Procurement Planning (APP)

Office Use Only – Authorisation by ANU Car Scheme Delegate:

Name Signature Date

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6. Office Use Only – Authorisation by PSPD

Office Use Only – Authorisation by Director/Manager Planning and Service Performance Division:

Name Signature Date

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