

Facilities and Services Division

Remote Request System - User Registration Form

(revised 19/08/05 AB)

Please complete this form **including signatures**, outlining all people who require access to the Remote Request System, and return completed form to your local Facilities and Services Office using the fax number provided below.

Cost Centre and Department Information

C/Centre	C/Centre Name	Fund (Expense)	Dept Code	Dept Code.
				C.C codes can also be used as a Department Code in BEIMS.
				This code is used by us to group Work Orders for reporting purposes. Please enter your desired Department Code. (default is first CC entered)

Campus	Phone	Fax
Berwick	47062	47066
Caulfield	32066	32575
Clayton	51200	51199
Gippsland	26350	26666
Parkville	39501	39632
Peninsula	44298	44188

Contact Details

Action (**A** = Activate, **C** = Change, **D** = De-activate, **R** = Reference)

User ID or Alias	User Name	Phone	E-mail Address	Build'g (main)	Email Report	Action A,C,D,R

Notes:

- User ID or Alias:** Usually the first initial of Christian name followed by first seven letters of your surname or an Alias such as JBloggs1 for multiple Departments.
- Password:** The default password will be "monash ". This should be personalised on your first login.
- User Name:** The full name of the user.
- Phone:** A contact extension for the user.
- E-mail Address:** An e-mail address for the user.
- Building:** The Building Number of the User or if multiple buildings your preferred building to default to.
- Email Report:** Receive Weekly Status Report by email for the department indicated (Y/N)

Declaration – I understand that the above person(s) will be given authority to request works and confirm that I am aware of the possible financial implications to the above listed Cost Centre or Tenant, that will arise for works that are deemed chargeable. (Refer Service Level Agreement for more detail or contact your Facilities and Services Office.)

Signature of Applicant

Ext. _____
Signature of Authorising
H.O.S./Manger

Date: ____/____/____
Name of Authorising
H.O.S./Manager (Please print name)

Scenarios

<p>I have taken over the reporting of maintenance requests for my Faculty/Department and need my own UID and to have De-Activated the previous users account.</p> <p>C/Centre: C00001 C/Centre name: Cost Centre1 Dept Code: C00001</p> <p>UID: JBloggs Full Name: Jo Bloggs Phone: 51234 Email: Jo.Bloggs@Faculty.monash.edu.au Building: 35 Email Report: No Action: A (Activate)</p> <p>UID: MCitizen Full Name: Mary Citizen Phone: <If different from above> Action: D (De-register)</p>	<p>I time share my job with Fran and need to share the role of reporting maintenance requests but want my own UID and to be able to see each others requests.</p> <p>C/Centre: Blank <Will be set the same as Fran's> C/Centre name: Blank <Will be set the same as Fran's> Dept Code: Blank <Will be set the same as Fran's></p> <p>UID: JBloggs Full Name: Jo Bloggs Phone: 51234 Email: Jo.Bloggs@Faculty.monash.edu.au Building: 35 Email Report: No Action: A (Activate)</p> <p>UID: FGapanni (If known) Full Name: Fran Gapanni Phone: <If different from above> Action: R (Reference)</p>	<p>I am from an external company tenanted in a Monash building and need to report maintenance requests and be aware of the costs I am generating.</p> <p>C/Centre: Blank <We will advise you> C/Centre name: Blank < We will advise you > Dept Code: Blank < We will advise you ></p> <p>UID: TTenant Full Name: Terry Tenant Phone: 9905 5234 Email: TTenant@ExCo.org.au Building: 123 Blackburn Rd Email Report: Yes Action: A (Activate)</p> <p>We will most likely need to contact you to establish your relationship with Monash University.</p>
<p>I need to enter maintenance requests for multiple cost centres in my faculty and want them kept separate.</p> <p>C/Centre: C00001 C/Centre name: Business and Economics 1 Dept Code: C00001</p> <p>C/Centre: C00002 C/Centre name: Business and Economics 2 Dept Code: C00002</p> <p>UID: JBloggs1 Full Name: Jo Bloggs Phone: 51234 Email: Jo.Bloggs@Faculty.monash.edu.au Building: 35 Email Report: No Action: A (Activate)</p> <p>UID: JBloggs2 Full Name: Jo Bloggs Phone: 51234 Email: Jo.Bloggs@Faculty.monash.edu.au Building: 35 Email Report: No Action: A (Activate)</p>	<p>I need to enter maintenance requests for multiple cost centres in my faculty but want to group them together.</p> <p>C/Centre: C00001 C/Centre name: Business and Economics 1 Dept Code: C00001</p> <p>C/Centre: C00002 C/Centre name: Business and Economics 2 Dept Code: C00001</p> <p>UID: JBloggs1 Full Name: Jo Bloggs Phone: 51234 Email: Jo.Bloggs@Faculty.monash.edu.au Building: 35 Email Report: No Action: A (Activate)</p> <p>UID: JBloggs2 Full Name: Jo Bloggs Phone: 51234 Email: Jo.Bloggs@Faculty.monash.edu.au Building: 35 Email Report: No Action: A (Activate)</p>	<p>I am a financial controller and would like to receive the weekly email report.</p> <p>C/Centre: n/a C/Centre name: n/a Dept Code: C00001</p> <p>UID: MBags Full Name: Money Bags Phone: 55123 Email: Money.Bags@Faculty.monash.edu.au Building: 35 Email Report: Yes Action: A (Activate)</p>