



## ChIM User Registration Form

### Applicant to complete

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Massey Usercode: \_\_\_\_\_

Extension: \_\_\_\_\_ Email address: \_\_\_\_\_

*I agree to follow the procedures outlined in the ChiM User's guide and any subsequent updates to maintain integrity of the ChiM database. I will refer any errors I find, and am unable to fix, to ITS. I am also aware of the University Code of Practice for the Use of Information and Communications Technology and understand that this code applies in the ChiM context.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ChIM Area Inventory Manager to complete

College (ChIM Group) \_\_\_\_\_ Institute (ChIM sub-group): \_\_\_\_\_

Research group/centre (ChIM sub-sub-group) \_\_\_\_\_

#### Tick appropriate boxes:

- Look up chemical availability
- Enter chemicals
- Transfer chemicals
- Dispose of chemicals
- Other please describe \_\_\_\_\_

Training completed on \_\_\_\_\_ By \_\_\_\_\_

Authoriser's Signature: \_\_\_\_\_

Authoriser's Name \_\_\_\_\_

*Please send completed form to CoS ChIM Administrator PN434*

### Registration Process

ChIM Area Inventory Manager to complete

- Form Complete
- Form Sent to CoS ChIM Administrator

CoS ChIM Administrator to complete:

- Authorised
- Date: \_\_\_\_\_
- Initials: \_\_\_\_\_
- Permission Level: \_\_\_\_\_

ITS to complete:

- User Added to system ITS
- Date: \_\_\_\_\_
- Initials: \_\_\_\_\_
- Password sent to User
- Date: \_\_\_\_\_
- Initials: \_\_\_\_\_