

EXPLANATORY NOTES

(Do not print this page)

INFORMATION FOR COMPLETING THE FORM

1. Please provide your full name
2. The Department and home campus are mandatory.
3. Provide your Massey User ID (network username) and Massey telephone extension number.
4. Please ask your manager or supervisor to provide you with copies or show you the policies and codes of practice:
http://www.massey.ac.nz/massey/staffroom/policy-guide/policy-guide_home.cfm
5. Forms must be signed by the requester. Signing on behalf of the requester will not be accepted. Forms must also be signed by the Head of Department or equivalent.
6. Take the completed form to Campus Information Services on your campus to uplift your card.
7. Swipe your new card at the registration terminal and enter your Massey User ID and password to enable your card.