



MYCAREER ONLINE LEARNING ADMINISTRATOR ACCESS REQUEST FORM

Please PRINT your details clearly

Full Name: _____ Employee #: _____

Position Title: _____ Email: _____

Unit/Office/School: _____ Phone: _____

AUTHORISATION: All Applicants

I acknowledge that the personal information held in MyCareer Online is subject to the Privacy and Personal Information Protection Act 1998 (NSW), and confirm that I will not disclose this information to any third party unless the disclosure is for the purpose for which the information was collected, or for a directly related purpose.

I understand that I must NOT divulge my password to another person, or display my credentials where others can see it or easily find it. I must NOT use another person's credentials when logging into MyCareer Online.

I agree to attend regularly scheduled sessions as they are scheduled by either the TLD or HR Systems teams, in order to maintain my working knowledge of the system.

I will ensure that data pertaining to my unit's relevant courses is maintained as per the required standards. I understand that courses must be correctly and successfully closed off in the system once they are complete.

I understand that I may have an objective and KPI assigned to me as part of my responsibilities as a Learning Administrator.

Applicant's Signature: _____

Date: _____

Approval of Direct Manager: Please approve access to the Cornerstone HRMIS as requested.

Name: _____

Position Title: _____

Signature: _____ Date: _____

Approval of Associate Director, Talent and Leadership Development

Name: _____

Position Title: _____

Signature: _____ Date: _____

PLEASE SEND THE COMPLETED FORM TO: hrmis@westernsydney.edu.au

HRIS Unit Use Only

User Access Created by: _____ Date: _____