

## Background

AMIS, the UWS Associate Management Information System, is used to create MyUWSAccount logins for associates of UWS, allowing them access to university networks and IT systems.

Generally, associates are not staff or students, who already have appropriate MyUWSAccount logins. There are some exceptions – MyUWSAccounts have access levels tied to the role of the user, preventing inappropriate access to secure systems. However, some people have multiple roles and require different levels of access depending on which role they are performing. For example, research students requiring staff-like access to the network may be granted two MyUWSAccounts – their student account for regular access, and an AMIS account for their staff like access.

Vendors may also be associates, please see the section on vendors for additional information relating to vendor access.

AMIS logins are granted for specific periods only, and access is automatically suspended when the approval period has ended. AMIS logins cannot be granted for periods longer than 12 months. All users of the UWS network and IT systems are subject to all relevant IT policies, including the [IT Acceptable Use of Resources Policy](#).

- All UWS policies can be found at: <http://www.uws.edu.au/policies/a-z> – most IT policies are prefixed with IT.

**Note:** All use of university IT systems is logged and may be audited.

## How do I have an AMIS account created for an associate?

Unit Managers must satisfy themselves that the associate has a genuine need for access. An [ITS User ID and Services Request Form](#) must be completed, signed by both Unit Manager **and** associate, and faxed or posted to the IT Service Desk (fax: 02 9678 7191). Current ITS forms can be found at:

<http://www.uws.edu.au/itforms>

Please note that the approving officer accepts responsibility for the activities of the associate on the UWS network, including ensuring the associate is aware of all policies and is only accessing systems for the approved purpose.

## How do I know when access is about to end?

Each Monday, a list of AMIS logins ending within the next fourteen days, together with those that ended in the previous seven days, will be emailed to the unit's nominated staff member. If ITS have not been provided with the details of a unit's nominee, the notice will go to the Unit Manager.

Associates will also receive notification, and are advised to discuss the matter with their Unit Manager if they think their access should continue.

## What do I need to do to continue access?

If people on the AMIS expiry list **will not** require access after their current approval, no action is required. ITS will automatically suspend access on the date advised.

If anyone listed needs access to the UWS network after their current approval ends, a new ITS User ID and Services Request Form covering the extended period will need to be submitted. The earlier the form is submitted, the greater the likelihood access will continue without interruption.

## Do passwords expire?

Yes. All MyUWSAccount passwords expire a set period after creation. Most users will receive email warnings that their password is about to expire, via the Exchange email account linked to the user's MyUWSAccount. [More information.](#)

## What about vendors?

From time to time it is necessary to allocate AMIS accounts to vendors.

- Vendor email addresses will not be created in Exchange, so **vendors will not receive automatic notification of pending password expiry.**
- Passwords expire 90 days after creation. It is the **vendor's responsibility** to monitor the expiry of their password and to change the password as required.
- If a vendor is unable to access UWS systems with their AMIS account, they should contact the IT Service Desk for advice on renewing their expired password.

## What do we do when an AMIS account holder leaves UWS?

Log a job with the IT Service Desk (ext 5111) to have the account closed. It's neither secure nor appropriate for people who have left to have ongoing access to UWS systems.



IT Service Desk	
Phone:	02 9852 5111 (ext 5111)
Email:	<a href="mailto:itservicedesk@uws.edu.au">itservicedesk@uws.edu.au</a>
Web:	<a href="http://www.uws.edu.au/itservicedesk">http://www.uws.edu.au/itservicedesk</a>
Self Service job logging:	<a href="http://servicenow.uws.edu.au">http://servicenow.uws.edu.au</a>
ITS Fact Sheets	<a href="http://www.uws.edu.au/itfactsheets">http://www.uws.edu.au/itfactsheets</a>