

# UNSW Request for Access Form

**RAO05:** Request for access to TRIM



Records and Archives Office

To register for online access to the UNSW corporate recordkeeping system

## 1. About this Form

TRIM is the corporate recordkeeping system of the UNSW Australia and is used to create and access official records.

The purpose of this form is to request a licence for Online Access to TRIM Database.

**Please note:** You will be automatically registered as a TRIM user when you request creation of, or access to, hardcopy TRIM files. This level of access does not require you to complete this form.

For more information on TRIM, recordkeeping at UNSW, and your responsibilities, visit the Records and Archives Office website: <http://www.recordkeeping.unsw.edu.au>

## 2. Your Details: (Please print)

School/Department/Unit:			
Job Title:			
Surname:		First Name:	
Email:			
Staff ID Number:		Phone:	
<b>Your Computer Information*:</b>			
Computer Name(s):			
User Name:			
SOE:	Yes	No	

\* If you are using UNSW PC, please go to Start - All Programs - UNSW System Information.

## 3. Approval by Head of Department

Job Title:			
Name:			
Department's TRIM Licence Owner:			
Signature		Date	

## 4. Send this Form to:

Email: [trim@unsw.edu.au](mailto:trim@unsw.edu.au) Mail: Records Office, Room 119 HR Level 1, Chancellery Building Fax: 52000