**Estates SAP Web Notification Application Form**

#### To Be Completed By Applicant. Please return completed form to the Estates Services Helpdesk.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | |  | First name(s) | |  | |  |
| University E-mail address | |  | | | |  | Telephone | |  | |  |
| Resource Centre/Dept | |  | | | |  | Payroll ID number | |  | |  |
| Do you currently use a SAP Web Application (eg SIPR, COSTA, Purchasing Cards etc)? | | | Yes | No | |  | Have you previously used Maximo self Service Web Application? | | | Yes No |  |
|  | |  | | |  | | |  | | |  |
| Reason for application | | Replacement user | | | Name of person replacing | | |  | | |  |
|  | |  | | |  | | |  | | |  |
|  | | New user | | | Other (please state) | | |  | | |  |
|  | |  | | |  | | |  | | |  |
|  | | | | | | | | | | |  |
| |  |  |  |  | | --- | --- | --- | --- | | Has training been provided for the user by your Line Manager / Head of Dept? | | | | | Yes | If Yes, please provide training date.  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No | If No, please provide date(s) of the ISS Web  Training course that you are booked  onto Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  |  | No | Please contact ISS Helpdesk on [helpdesk@leeds.ac.uk](mailto:helpdesk@leeds.ac.uk) to arrange SAP installation | |
| **As a SAP user you will have access to data which is confidential to the University. Please ensure that you comply with the Data Protection Act** | | | | | | | | | | |  |
| Applicant Signature |  | | | | | | Date |  | | |  |

## To Be Completed By Line Manager/Head of Dept

I wish the above named applicant to be granted access to the Estates SAP Web Notification Application to perform the roles described:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  | Resource Centre |  |  |
| Signed |  |  | Date |  |  |

##### For Office Use Only:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Username |  |  | PRD Password |  |  |  |  |  |  |  |  |  | |
| Date Created |  |  | Created By |  | | | |  |  |  |  |  | |
| **Note:**   * The nominated person on this form has authorization to;   1.     Raise Departmental Work Requests.  2.     Use Departmental Cost Object codes if and when required.   * Estate Services will treat every Departmental SAP Estates Web Notifications Submitted Work Request as a genuine authorized request for work. * It is the responsibility of each department to monitor their own submitted requests. * It is the responsibility of departments to monitor the use of the SAP Estates Web Notifications Application by their nominated departmental authorized persons only. * It is assumed that counter-signature by Heads of Department/Line Managers give the applicant the authority listed above. | | | | | | | | | | | | |  | |

Participants must complete the SAP Web Application Form in order for the login/passwords to be issued against the live system. Please ensue to return the completed form either to:

1. The Estates Helpdesk, Estate Services in advance of the training date or
2. Bring the completed form with you on the day of the training.