This form needs to be completed for Malaysia Campus staff who require access to University of Southampton IT systems. To facilitate access, these staff will be set up as ‘Visitors’ on the IDM system. This form can be used for **new staff** and **existing staff** whose visitor access has lapsed or is about to expire. Please see the notes at the bottom of this form for guidance on the process and where to send the form.

1. **Visitor information**

|  |  |  |  |
| --- | --- | --- | --- |
| Has the individual previously had visitor access? | No  Yes | If ‘yes’, please provide their ID number: |  |
| First Name: |  | Surname/Family Name: |  |
| Title: (e.g., Prof/ Dr/ Mrs) |  | Day and month of birth: |  |
| Email Address: |  | | |

1. **Department details**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty or Professional Service: |  | | |
| School or professional service department: |  | | |
| Date access to start from: |  | Date access to end (if employee is fixed term): |  |
| USMC HR contact name: |  | USMC HR contact ID (if applicable): |  |
| Other requirements or comments: |  | | |

1. **Request Submitted By Malaysia Campus HR**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Signature: |  | Date: |  |

1. **COO of Malaysia Campus Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

1. **CEO of Malaysia Campus Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

1. **Submitting the form**

Attach the completed and authorised form to an [HR ticket](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=c562ba80db0097006f3df57eaf9619d3) on the Service Portal. The [visitor privacy notice](https://www.southampton.ac.uk/assets/sharepoint/intranet/hr/How%20to/Privacy%20Notice%20-%20Visitor.docx) must also be signed and attached to this ticket.

**Appendix: USMC visitor process**

***New USMC staff member***

To be completed by the USMC HR Team:

1. Complete the USMC Visitor Registration Form
2. Form needs to be approved by the USMC COO and CEO
3. Attach the completed form to an [HR Ticket](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=c562ba80db0097006f3df57eaf9619d3) on the Service Portal
4. Put ‘USMC visitor registration’ and the individual’s name in the title of the ticket
5. The [visitor privacy notice](https://www.southampton.ac.uk/assets/sharepoint/intranet/hr/How%20to/Privacy%20Notice%20-%20Visitor.docx) must also be signed and attached to this ticket.

To be completed by the University of Southampton HR Transactions Support Team:

1. HR will set up the new staff member on IDM which will enable IT access and will email confirmation and information about how to subscribe. Access will be granted for 5 years (which can be extended, please see below).

***Existing USMC staff member***

To be completed by the USMC HR Team:

1. Complete the USMC Visitor Registration Form (please do not use the Visitor Extension HR Request).
2. Form needs to be approved by the USMC COO and CEO
3. Attach the completed form to an [HR Ticket](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=c562ba80db0097006f3df57eaf9619d3) on the Service Portal
4. Put ‘USMC visitor renewal’ and the individual’s name in the title of the ticket
5. A new visitor privacy notice is not required.

To be completed by the University of Southampton HR Transactions Support Team:

1. HR will extend the staff member’s access on IDM and will email confirmation. Access will be granted for 5 years (which can be extended by repeating this process).

***Changes required to staff access***

If the staff member subsequently leaves USMC or needs a change to their access please raise an [HR ticket](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=c562ba80db0097006f3df57eaf9619d3) and provide the individual’s name and visitor ID number in the ticket.