



# REGISTRATION AND ACCREDITATION APPLICATION FORM

(DES Users Only)

Please complete ALL sections in clear writing, provide details in full and fax to ICT on (08) 6551 5307. Incomplete applications will delay processing. If approved notification will be provided within 3 working days to the specified Email address.

**USER DETAILS:**

*\* REQUIRED FIELDS*

Employee ID	First name	Surname name
Email address	Telephone	

**ACCOUNT REQUIRED**

New Account	Modify Existing Account
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**Access Required**

Non Government school DES	Training organisation AuditorNet	International Education
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**Access Type**

NGS Super User	NGS Registration	Organisation Read
TAC Case Manager	TAC File Manager	DES Higher Education Read
HEInt Super User	INT Super User	DES Finance
TAC Auditor	NGS Consultant	STARS- CMS
RTONET- Standard	RTONET- Admin	

Same as User?

**Approved by**

Name	Signature
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**TERMS AND CONDITIONS OF USE:**

- No account sharing is allowed. Each user must have their own account. Reasonable precautions must be taken to avoid unauthorised access or password disclosure.
  - The user is responsible for all work performed under the user's account.
  - These systems must only be used for performing official duties within the user's job definition.
  - The information on these systems is **confidential and must not be disclosed to unauthorised parties.** Reasonable precautions must be taken to maintain confidentiality and prevent accidental disclosure.
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**DECLARATION:**

I have read and understood the above Terms and Conditions of Use and understand that the Department of Training and Workforce Development has the right to remove my privilege of access if it deems that my use of the system is in breach of any of the Terms and Conditions of Use

Users Signature:

Date: