



# STARS EXIT FORM

**(DTWD, DES/TAC & TAFE COLLEGE USERS)**

Please complete all sections in clear writing, provide details in full and email to [ict.servicedesk@dtwd.wa.gov.au](mailto:ict.servicedesk@dtwd.wa.gov.au)  
 Confirmation will be sent to the Legally Responsible Officer (LRO)/Registration Contact.  
 For access and security reasons, please ensure the form is completed in advance.

### Users Details

Employee ID	<input type="text"/>	Organisation ID	Select from Drop Down menu
User's First Name	<input type="text"/>		
User's Surname	<input type="text"/>		
User's Email:	<input type="text"/>		
Organisation/Dept		Organisation Name	Select from Drop Down menu
Effective Date	<input type="text"/>		

### PLEASE REMOVE ACCESS TO THE FOLLOWING SYSTEMS:

	SYSTEM NAME
<input type="checkbox"/>	All Systems or
<input type="checkbox"/>	Curriculum Mgt System (CMS)
<input type="checkbox"/>	Organisation
<input type="checkbox"/>	AuditorNet (AUDNET)
<input type="checkbox"/>	Handbook (HBK)
<input type="checkbox"/>	College Profiler
<input type="checkbox"/>	Priority Skills Building (PSB)
<input type="checkbox"/>	Training Delivery Location (TDL)
<input type="checkbox"/>	Training Record Systems (TRS)
<input type="checkbox"/>	Travel & Accom Allowance (TAA)
<input type="checkbox"/>	RTO-Net (RTO)
<input type="checkbox"/>	Registration and Accreditation (NGS/TAC Org)

### LEGALLY RESPONSIBLE OFFICER (LRO)/Registration Contact APPROVAL:

LRO/Reg'n Contact Name: \_\_\_\_\_

LRO/Reg'n Contact Email Address: \_\_\_\_\_

LRO/Reg'n Contact Contact Number: \_\_\_\_\_

LRO/Reg'n Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_