**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  |  |  |  |
| --- | --- | --- | --- |
|  |  | No | Please contact ISS Helpdesk on 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.