Records & Information Form

Content Manager Notification of Staff Movement

Use this form to notify Records & Information of when you move location or position at the University, or no longer require access to Content Manager (CM).

Upon completion, send this form to Records & Information: records-info@unimelb.edu.au.

## Notification summary

|  |  |
| --- | --- |
| Purpose for notification: | [ ]  Change of location/position [ ]  No longer require access to CM |
| Name: |  |
| Contact email/phone: |  |
| Staff number: |  |
| Date: |  |

## Previous details

|  |  |
| --- | --- |
| Local work unit: |  |
| Department / faculty: |  |
| Position: |  |
| End Date: |  |

## New details

|  |  |
| --- | --- |
| Start date: |  |
| Local work unit: |  |
| Department / faculty: |  |
| Position: |  |
| End Date: |  |

## License

|  |  |
| --- | --- |
| Was the CM license purchase by your department? | [ ]  Yes [ ]  No [ ]  Not sure |

**Privacy Statement**: The information collected in this form will be used by Content Manager Administrators in Records & Information for the purposes of managing your Content Manager account, including access and security. Your details will not be used for any other purpose and will not be disclosed to any third party.

**Privacy Statement:** The information collected on this form will be used by approved TRIM Administrators and/or TRIM Trainers at The University of Melbourne, for the purpose of only setting up your TRIM account, including access and security within TRIM and TRIM Training. Your details will not be used for any other purpose and will not be disclosed to any 3rd party.