

Oracle Forms Access

Please print and complete all sections of this form

Your Details:

Surname	
First Name	
Work Email	
LSE ID Number	
Dept	
Line Manager	
Room	
PC Number	
Ext Number	

Your HR Systems Requirements:

Summary of Access		Line Manager's Signature	HRI&S Signature
Oracle Forms (HR Add-on) Provides read only access to some of the HR data that is stored in ResourceLink for employees in their department/division.			

Purpose of Access/ Comments:

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I agree to abide by the conditions of use of IT facilities at the LSE as detailed in the staff handbook.

Applicant's signature.....

**The HR Information & Systems team will endeavour to complete your request within 2 working days. Any queries regarding your access should be directed to HR.Systems@lse.ac.uk. Alternatively you can speak to a member of the team on 020 7955 7172*

HR Systems Access Form: Guidance Notes:

1. Please try and provide as many of your details as possible – this will not only help us process your query faster – but will allow us to deal with any systems queries you have in the future more efficiently.
2. Due to the sensitive data available in these systems, your request must be endorsed by your line manager.
3. Please indicate in the “Purpose of Access/Comments” field what your intended use of the system is. This will aid the HRI&S team in deciding an appropriate level of access for your needs.

Office Use Only:

Request Date	
Logged by	
Support Works Ref No	
System(s) Required	
Level of Access	
Username	
User Notified? (Date)	
Complete? (Tick)	