

AMIS

Background

AMIS, the UWS Associate Management Information System, is used to create MyUWSAccount logins for associates of UWS, allowing them access to the university network. Generally, associates are not staff or students, who already have appropriate MyUWSAccount logins. There are exceptions – e.g. MyUWSAccounts have access levels tied to the role of the user, preventing inappropriate access to secure systems. Those research students requiring staff-like access to the network may be granted two MyUWSAccounts – their student account for regular access, and an AMIS account for their staff like access.

AMIS logins are granted for specific periods only, and access is automatically suspended when the approval period has ended. AMIS logins cannot be granted for periods longer than 12 months. All users of the UWS network and IT systems are subject to all relevant IT policies, including the IT Acceptable Use of Resources Policy. All UWS policies can be found at:

<http://www.uws.edu.au/policies/a-z> – most IT policies are prefixed with IT.

How do I have an AMIS account created for an associate?

Unit Managers must satisfy themselves that the associate has a genuine need for access. An ITD User and Services Request Form must be completed, signed by both Unit Manager *and* associate, and faxed or posted to the ITD Helpdesk (fax: 02 9678 7191). Current ITD forms can be found at:

http://www.uws.edu.au/staff/adminorg/academic/itd/it_forms

Please note that the approving officer accepts responsibility for the activities of the associate on the UWS network, including ensuring the associate is aware of all policies and is only accessing systems for the approved purpose.

How do I know when access is about to end?

Each Monday, a list of AMIS logins ending within the next fourteen days, together with those that ended in the previous seven days, will be emailed to the unit's nominated staff member. If ITD have not been provided with the details of a unit's nominee, the notice will go to the Unit Manager.

Associates will also receive notification, and are advised to discuss the matter with their Unit Manager if they think their access should continue.

What do I need to do to continue access?

If any person on the AMIS expiry list *won't* require access after their current approval ends, no action is required. ITD will automatically suspend access on the date advised.

If anyone listed needs access to the UWS network after their current approval ends, a new ITD User and Services Request Form covering the extended period will need to

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be submitted. The earlier the form is submitted, the greater the likelihood access will continue without interruption.

What do we do when an AMIS account holder leaves UWS?

Log a job with the Help desk (ext 5111) to have the account closed. It's neither secure nor appropriate for people who have left to continue to have access to UWS systems.