

Registration/Amendment/Cancellation as an AUSKey User request

What is an AUSKey?

An AUSKey is an Australian Government secure login that identifies an employee of Federation University Australia when they use [participating government online services](#) on behalf of the University and its subsidiaries.

An AUSKey is unique to each employee and cannot be shared.

The staff member requiring an AUSKey must complete Sections A, B, C and D and then forward the Request to their appropriate Manager / Supervisor for Authorisation, Section E. The form then needs to be lodged as a Service Now request with the ITS Service Desk.

Please sign this document by printing it to PDF and signing it with a digital signature.

Notification will be sent to the User after completion by Finance.

Section A: Entity please complete or mark with a X appropriate selection(s)

University entity	Federation University Australia	ABN 51 818 692 256	<input type="checkbox"/>
	Brisbane Education Service Pty Ltd	ABN 22 609 659 869	<input type="checkbox"/>
	Inskill Pty Ltd	ABN 99 006 962 581	<input type="checkbox"/>
	Datascreen Pty Ltd	ABN 64 119 510 682	<input type="checkbox"/>
	School of Mines and Industries Ltd	ABN 51 818 692 256 – 002	<input type="checkbox"/>
	UB Housing Pty Ltd	ACN 147 580 603	<input type="checkbox"/>

Section B: User Profile:

Request Type	Issue a new AUSKey	<input type="checkbox"/>
	Re-issue existing AUSKey	<input type="checkbox"/>
	Reason for re-issue _____	
	Cancel existing AUSKey	<input type="checkbox"/>
	Upgrade Standard AUSKey to Administrator AUSKey	<input type="checkbox"/>
Title (Optional):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	
Given name		
Given name 2:		
Given name 3 & more:		
Family name:		
Days of work	Mon Tue Wed Thu Fri	Hours of work
eMail: (must be a FedUni eMail address)	Telephone:	
Position title:	Faculty/Portfolio:	

Section C: AUSKey requirement please complete or check X appropriate selection(s)

AUSKey type:	Standard <input type="checkbox"/> <small>Required for standard users needing to access Government service for the University</small>	Device <input type="checkbox"/> <small>Required for servers needed to link automatically to Government services Must be issued to a Standard or Admin AUSKey holder</small>	Administrator <input type="checkbox"/> <small>Required for users who will manage the University's AUSKey facility</small>
Device name <small>Only for Device AUSKey</small>			
Purpose for AUSKey Requirement:	Access to ASIC ASIC Connect <input type="checkbox"/> Government Search <input type="checkbox"/>		
	Access to ATO Business Portal <input type="checkbox"/> Electronic commerce Interface <input type="checkbox"/>		
	Access to Dept Human - Services Centrelink Services Paid Parental Leave <input type="checkbox"/>		
	Access to Dept of Employment Wage Subsidies <input type="checkbox"/>		

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	Access to NSW Dept of Education and Communities State Training Service	<input type="checkbox"/>
	Access to Workplace Gender Equality Agency WGEA Reporting	<input type="checkbox"/>
	Access to Australian Government Unique Student Identifier system	<input type="checkbox"/>
Purpose for AUSKey Requirement cont.:	Access to State Revenue Offices (SRO) ACT SRO SBR-enabled lodgement NSW SRO SBR-enabled lodgement NSW Payroll Tax Online Services QLD SRO SBR-enabled lodgement QLD SRO Online Services VIC SRO SBR-enabled lodgement VIC PTX Express	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Other online services – please list _____	

Section D: AUSKey User Declaration

I hereby agree to and certify that:

- the information provided in this application is true and correct;
- I will not disclose the password for the AUSKey issued to me to any other person;
- I will not store the AUSKey issued to me in a key store to which any other person has access;
- I will not otherwise allow, grant, permit or enable any person to use the AUSKey issued to me;
- I will promptly advise the University AUSKey Administrator(s) when any change to my role with the University means I am no longer required to hold an AUSKey;
- I will promptly advise the University AUSKey Administrator(s) if I become aware of any unauthorised use of my AUSKey;
- I will promptly advise the University AUSKey Administrator(s) when I believe the security of the AUSKey issued to me or its password has been compromised;
- I will be bound by the Australian Government AUSKey Certificate Policy (CP)
<https://abr.gov.au/AUSKey/Help-and-support/AUSKey-terms-and-conditions/Certificate-policy---AUSKey/>;
- I will be bound by the Australian Government AUSKey Certificate Practice Statement (CPS)
<https://abr.gov.au/AUSKey/Help-and-support/AUSKey-terms-and-conditions/AUSKey-Certification-Practice-Statement/>; and
- I will be bound by the AUSKey Standard Certificate Conditions of Use
<https://abr.gov.au/AUSKey/Help-and-support/AUSKey-Terms-and-Conditions/Conditions-of-use---AUSKey/>.

Signed:		Date:	
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Please print to PDF and sign using an Adobe certified digital signature

Section E: Authorisation

Approved by (name):	
Title:	School/Section:
Signature:	Date:

Please print to PDF and sign using an Adobe certified digital signature

This Authority will remain in place until revoked in writing. All issuance and change requests should be made via the Service Desk.

FINANCE USE ONLY		
Action:	Approved by:	Date:

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