

Application to register as a Member of University Staff

Submitting this form

Please bring your completed form and your Staff Campus Card to the Information Desk in the LRC where we will register you between 09:00 – 17:00, Monday to Thursday, or 10:00 – 17:00 on Friday.

If you are unable to visit between these times, please email the LRC at lrc@reading.edu.my to make alternative arrangements.

Your personal details (Please complete all fields, using BLOCK CAPITALS)		<i>LRC system field</i>
Name (Full Name)		Last name
Title (Prof, Assoc. Prof, Dr, Mr, Mrs, Ms, Miss)		Title
UoRM ID (eg. gw123456)		Alt ID
Campus Card No. (LRC login)		User ID
Department/Section/School		Address1
Appointed until (if not permanent)		Privilege expires
Home address		Address2
UoRM email	@reading.edu.my or @henley.edu.my	Address1
Off ext no. / mobile no.		Address1
<p>Declaration: If my application is successful I understand that I may use the LRC only if I comply with the LRC Rules. I will report any change of my registration details to LRC staff. I realize that my personal data will be used in LRC records and will be subject to the Data Protection Act 1998.</p>		
Signature of applicant		Date

For office use									
Notes									
Have you: <table border="0" style="margin-left: 20px;"> <tr> <td></td> <td style="text-align: right;">(Please tick)</td> </tr> <tr> <td>• Issue the user PIN?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>• Explain how to login to Enterprise?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>• Explain about the Self Service Points?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		(Please tick)	• Issue the user PIN?	<input type="checkbox"/>	• Explain how to login to Enterprise?	<input type="checkbox"/>	• Explain about the Self Service Points?	<input type="checkbox"/>	Card registered by: Date:
	(Please tick)								
• Issue the user PIN?	<input type="checkbox"/>								
• Explain how to login to Enterprise?	<input type="checkbox"/>								
• Explain about the Self Service Points?	<input type="checkbox"/>								
Membership expiry date:									

Replacement / Renewal			
Authorised by:	Repl fee paid?	Date:	Expires:
Replacement / Renewal			
Authorised by:	Repl fee paid?	Date:	Expires:
Replacement / Renewal			
Authorised by:	Repl fee paid?	Date:	Expires:
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