Use this document to request UWE Bristol to change arc users.

Please email: [arc.systems@uwe.ac.uk](mailto:arcpep@uwe.ac.uk) with the completed document attached.

|  |  |
| --- | --- |
| Effective date of this change (*DD/MM/YY)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of person completing this document |  | Telephone number |  |

|  |  |
| --- | --- |
| Placement Name (*please use the placement name as shown on ARC*) |  |

**\*** please list the users details

**View only**; user will only be able to view information for that placement

**Edit and view**; user will be able to change information about the placement and placement audit

**Add new user/s**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Access  required\* | Title | Name  *(please enter full name)* | Job Title; *e.g. Matron, Sister, Key Mentor, Manager, Education Lead* | Telephone Number  *Including STD code e.g. 01324 456987 ext 234* | Email Address *(within the organisation)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Amend existing user/s**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Access  required\* | Title | Name  *(please enter full name)* | Job Title; *e.g. Matron, Sister, Key Mentor, Manager, Education Lead* | Telephone Number  *Including STD code e.g. 01324 456987 ext 234* | Email Address *(within the organisation)* |
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**Remove existing user/s**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Access  required\* | Title | Name  *(please enter full name)* | Job Title; *e.g. Matron, Sister, Key Mentor, Manager, Education Lead* | Telephone Number  *Including STD code e.g. 01324 456987 ext 234* | Email Address *(within the organisation)* |
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