

Scouts Victoria

Extranet Access Request



This form is to be used by all members, other than those for whom role based access* is automatically granted, seeking access to membership data held in Extranet.

The form must be completed in full, signed, and endorsed by the next level Commissioner.

User Details

Given Name:	Surname:
Email:	
Registration Number:	Role:
Extranet User Name:	

Access Requested

New User:	Existing User:	Access Type	View Only:	View & Edit:
Duration Requested:	For Time In Role:	For Limited Period: (Please enter start & end date)		
	Start:	End:		
Level Of Access (Please print the name of the highest level of formation requested)				
Group:	District:			
Region:	State:			
Reason For Access:				

Inactivate Existing User

Requested By (Name):
Role:
Reason For Cancellation:

*Role based access is granted to Group Leaders/Assistant Group Leaders, District Leaders and all Commissioner roles.

Scouts Victoria

Extranet Access Request



Declaration

- I acknowledge Extranet access and passwords are provided to me as an individual member. User name and passwords will not be disclosed or shared with other people
- I will adhere to the Scouts Victoria Privacy Policy. I acknowledge information stored on Extranet is subject to the provisions of the Privacy Act
- I acknowledge actions prejudicial to security may result in access being suspended or cease without notice
- I am responsible for ensuring the maintenance of hardware and software under my ownership and ensuring it does not prejudice the integrity of Extranet
- I agree that at all times I will maintain current internet security software and only access Extranet on secured devices and not publicly accessible or shared workstations

Applicant Acknowledgment

Given Names:	Surname:
By signing this form I acknowledge that I have read and agreed to the above Declaration. Please tick:	
Signature:	Date:

Leader in Charge Endorsement

Given Names:	Surname:
The applicant has a current WWCC	The applicant has a recent (within 5 years) National Police Check
Signature:	Date:

Next Level Commissioner Authorisation

Given Names:	Surname:
Signature:	Date:

Victorian Scout Centre Authorisation

Given Names:	Surname:
Signature:	Date: