



TRIM (Content Manager) System - Application e-Form



Records Governance Services (RGS)

This is a non-printable form. Please download this form, then complete and submit using the Adobe Acrobat desktop application instead of the web browser version.

☐ New TRIM User

☐ Update Existing TRIM User

SECTION 1 - USER DETAILS

Name:		Staff No:
Faculty/Division:		
School/Organisational Unit:		
Position Title (as per Official HR Description):		Phone No:
UoN Email Address:		Network Login User Name: (abc123)
Start Date:	End Date:	
License Transfer : If this staff member is replacing an existing TRIM user - please insert their name and last working day below, so that the RGS can deactivate TRIM access: Name: Last working day:		
Computer Name: This information can be found in the 'UON Info Tool' icon located in the bottom right hand corner or in the hidden icons list of the PC / Laptop.		
Mac Name: This information can be found in the 'Apple' icon located in the top left hand corner of the Mac. Note: TRIM runs on a Windows environment so you will need to install VMWare. Contact IT Services for more assistance with VM Ware installation		
Is the PC or Mac supported by IT Services ?:	Is 'TRIM (CM)' installed on your PC ?	
Operating System: TRIM can only be installed on the UON's officially supported Operating System - Windows 10 / 11	Microsoft Office Software: Note: Your PC / Laptop will need either : MS Office 2013 - 2016 - 2018 or MS Office 365	

SECTION 2 - ACCESS REQUEST & AUTHORISATION - COMPLETED BY HEAD OF SCHOOL/HEAD OF BUSINESS UNIT

Access to records in TRIM is based on the business unit that the applicant works for. TRIM users will inherit the access that has been granted to their position/section/department. Additional access to restricted files must be specified below and authorised by the Senior Manager of the relevant area.

For additional advice or information regarding access, please contact Records Governance Services (RGS) :
records@newcastle.edu.au

Restricted Access – Please describe any additional access requirements:

Copy another users access – Enter name of TRIM user to copy access from:

Reasons for access – viewing and/or creating records/requesting records etc:

SECTION 3 – CONDITIONS OF ACCESS

Access to the TRIM (Content Manager) Electronic Document Management System will only be granted to UON staff and officially authorised consultants who agree to comply with the following conditions of access:

- 1 All information obtained from TRIM (Content Manager) should be treated in accordance with the University privacy guidelines, and where confidential, is only to be used for official University business purposes and to carry out official duties.
- 2 Not to inappropriately disclose discuss or mention such information with anyone except on an official work basis.
- 3 Ensure that the appropriate security access controls are applied to records that are created in TRIM (Content Manager).
- 4 Documentation obtained from TRIM (Content Manager) must be treated as confidential in nature, and consequently should always be stored discreetly and securely at all times.
- 5 Documentation obtained from TRIM (Content Manager) that is no longer required must be destroyed in such a way as to ensure that the information is irretrievable (e.g. by shredding or confidential paper bin).
- 6 Confidential Terminals, Mobile Devices or PCs used to access TRIM (Content Manager) must be operated in a secure manner
- 7 Failure to comply with these terms and conditions will be dealt with in accordance with relevant policies and procedures, which may include misconduct proceedings and/or disciplinary action
- 8 Staff member agrees to abide by the University's policies on [Record Management](#), [Privacy](#) and [Information Technology Security](#). Failure to abide by these terms will be treated as misconduct and may result in disciplinary action.

Records Governance Services must be notified when a user is leaving the University, changing department or moving positions. Contact records@newcastle.edu.au

The User

I have read and fully understand and accept the conditions of access as outlined above

User Signature:

Date:

The Head of School or The Head of the Business Unit (Please ensure e-signature does not lock form as RGS will need to add data)

I hereby request access privileges for the above University Staff member and approve their use of TRIM (Content Manager) and the information stored within it for the purposes of carrying out their duties.


Name: _____ Phone: _____

Position: _____

Signature:

Date:

**Please use the Adobe Acrobat desktop application, and not the web browser version to complete all sections, and ensure that it has been digitally signed by the Head of School or the Head of the Business Unit.
Then select SUBMIT.**

RGS USE ONLY	Date	IT Job Reference Number:
Security:		Caveats:
RGS Staff Member creating account: 		TRIM package type: Standard TRIM TRIM with Folder Wizard