



Access to department system: HEIMS Online

Please email completed form to:

TCSIsupport@dese.gov.au

Request to: Create new user account Delete user account Amend user access

Client details

Given name:

Surname:

Phone no:

Email address:

HITS|HEIMS 4 digit code (if known):

Organisation:

Roles and description

Data Administration

- Commonwealth Scholarships – Review Commonwealth Scholarships data prior to 2021.
- HEIMS Online Reports – View reported data prior to 2021

Higher Education Estimates and Payments

- IPI Institution Payment Reports – View institution payment information.

The below program funding roles will allow you to either view, update or approve estimates.

CGS HECS-HELP

- PF CGS/HECS-HELP Approve
- PF CGS/HECS-HELP Update
- PF CGS/HECS-HELP View

FEE-HELP

- PF FEE-HELP Approve
- PF FEE-HELP Update
- PF FEE-HELP View

OS-HELP

- PF OS-HELP Approve
- PF OS-HELP Update
- PF OS-HELP View

Applicant Declaration

I have read and agree to the Terms and Conditions for access to department systems.

Applicant's signature:

X

Date:

Institution Authorisation (all fields are required)

Manager/Supervisor name:

Phone no:

Manager/Supervisor's signature:

X

Date:

Terms and Conditions for access to department systems

Privacy Obligations

The [Higher Education Support Act 2003 \(HESA\)](#) provides penalties for officers who use information obtained or created for the purposes of Chapter 2 or Chapters 3 and 4 of HESA outside the course of their official employment. The maximum penalty for contravening this requirement is two years imprisonment.

Individual credentials are issued to enable access to department system environments as specified on this form. Users are required to securely manage access to these environments.

Personal information must be properly handled in accordance with relevant privacy requirements under HESA and the [Privacy Act 1988 \(Privacy Act\)](#).

Each officer is accountable for all actions undertaken using their logon IDs / passwords.

If the user, or any third-party for which the user is responsible, breaches any part of the terms for the issuing of production credentials, then the department may, at its sole discretion, withdraw or restrict system access.

Certification

I certify that:

- I must comply with the Australian Privacy Principles in the [Privacy Act 1988](#) and ensure suitable security arrangements exist for all records containing personal information.
- I am responsible for ensuring my access is terminated within 24 hours when my work commitments no longer require this access.
- As an intended user of HEIMS and HEPCAT applications, I certify that I have read and agree to these terms and conditions for access to the department data systems.

Applicant's signature:

X _____

Date:

Departmental use only (HEIMS Data Collections)

Manager:

Signature:

X _____

Date: