

In order to access certain functionality in Themis, you will need to apply for the appropriate Themis responsibility. The exceptions to this are **Staff Self Service**, **Research Self Service** and **Supervisor Self Service** (if applicable), which are automatically assigned when you activate your Themis account via the Account Registration System (ARS).

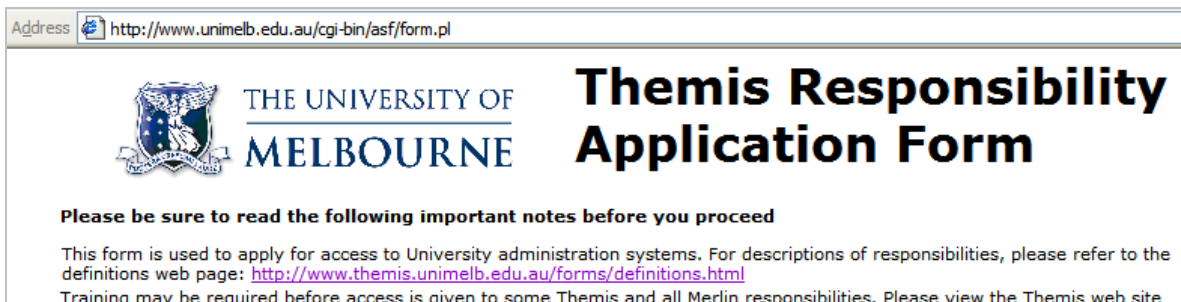
You should apply for any additional responsibilities using the Themis Responsibility Application form. **Note:** training may be required before access to additional responsibilities is granted.

To apply for responsibilities

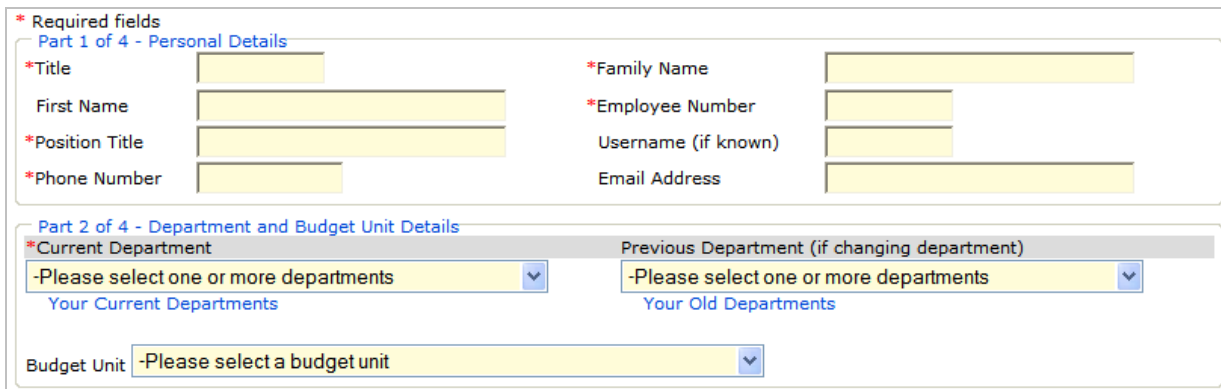
- 1 Navigate to the Themis web site: www.themis.unimelb.edu.au.
- 2 Click on the **Themis Responsibility Application Form** link under the Getting Started section.



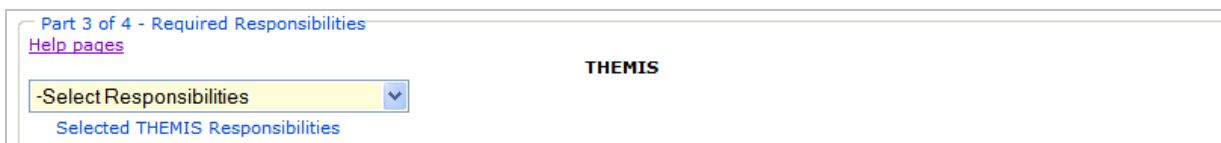
The Themis Responsibility Application Form will display.



- 3 Complete the Personal Details & Department and Budge Unit Details sections of the form.



- 4 Select the responsibility/ies that you require from the drop-down list.
 - Click on the **Help pages** link for a description/definition of the available responsibilities.



Each responsibility you select will display on the form.



Responsibility	Training Completed (if applicable)	Start Date-End Date
UoM Training Administrator	1/1 (MM/YY)	18-Jun-2008 -

- 5 Complete the Training Completed (if applicable) and Start Date-End Date fields for each responsibility.
- 6 Complete the Authorisation by Supervisor section of the form and click the **Continue** button.
A printable version of the form containing the details you have entered will display.
- 7 Print the form, read and sign the Declaration section then have the form authorised by your approver.
- 8 Send or fax (8344 2885) the form to the Themis Service Desk.
The requested responsibility/ies should be assigned to your Themis account within 24 hours of the form being received by the Themis Service Desk.