Changes to UIS user Registration Form

1. **General changes to the way the form works**
   - Form fields can’t be auto-filled anymore, to reduce accidental duplication.
   - If the form fails validation, only the fields that are invalid are affected, for example, the Accounts checkboxes won’t be reset.
   - Dates can be entered using a date picker to make it easier and reduce errors.

2. **Institution**
   - If a the Institution is a College, the College field will automatically be set to match and can’t be edited.
   - **IMPORTANT:** If the Institution is not a College and the person also has a College affiliation, the College field must be set manually so their College scarf is printed on their University Card.

3. **Standing**
   - If a person only needs a University Card, use the new ‘Other’ standing. This gives them a CRSid without any IT accounts.
   - It is important to get the Standing right because this will increasingly be used to grant access to IT services in future.

4. **Date of Birth (DOB)**
   - This is now required information.

5. **Starting Date**
   - This is the date you want the CRSid to be available, which may be different to the contract start date.
   - The default value now set as today’s date.

6. **Review Date (was ‘Leaving Date’)**
   - This field has been renamed to more accurately reflect its purpose, that is, the date on/after which UIS will review the continued need for these IT accounts.
   - In some cases, you are required to enter a Review Date – it will be indicated with an asterisk (*) next to the field name:
     - People with the ‘Visitor’ Standing must have a Review Date set – it can’t be longer than 3 years.
     - If the Institution is a College, a Review Date is required – it can’t be longer than 3 years.

7. **College**
   - The College field controls which scarf is printed on University Cards (not the Institution).
   - College will be automatically filled in when the Institution is a College.

8. **Raven**
   - The Raven checkbox now read-only and is not editable.
   - It is checked automatically when the ‘Staff’ or ‘Visitor’ Standings are selected.

9. **Previously at the University**
   - If you check this box, you must enter their previous/current CRSid.
   - The Previous surname is optional and only used if the surname has changed.

10. **Cancel**
    - The ‘Clear’ and ‘Abandon’ buttons have been replaced by the Cancel button. It doesn’t cause the page to reload anymore.