

# Changes to UIS user Registration Form

UNIVERSITY OF CAMBRIDGE  
Information Services

University of Cambridge > Information Services > Jackdaw

### Registration form 1

Please complete this form with the individuals details. Items marked with a "\*" are required.

Institution \* 2 Standing \* 3 Acad. title  
Forenames \* Surname \*  
Gender DOB \* 4 /10/2022  
Starting Date 5 /10/2022 Review Date 6 /10/2022  
College 7 Accounts 8 Raven Email DS-MCS  
9 Previously at the University  
Previous surname CRSid \*

#### Registration checklist

- Please check this registration does not already have, or has previously held a CRSid
- Please check the details are correct because you cannot make changes once this form is submitted.
- Please contact [user-admin@uis.cam.ac.uk](mailto:user-admin@uis.cam.ac.uk) regarding any queries.

Register Cancel 10

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Information provided by [user-admin@uis.cam.ac.uk](mailto:user-admin@uis.cam.ac.uk).

## 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 (7) 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.

### College

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

### Raven

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

### Previously at the University

- 10 • 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.

### Cancel

- The 'Clear' and 'Abandon' buttons have been replaced by the **Cancel** button.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