THE UNIVERSITY OF
SYDNEY

Purpose	To outline the required steps for external users to obtain a **CRF External User ID**, which is essential for identity verification and access processing within the SydneyFMS. This document ensures that all external users follow the correct registration and induction sequence before facility access requests can be submitted on their behalf.

When Users Should Use This Service

A CRF ID is mandatory for all non–University of Sydney users and must be obtained before the Facility can proceed with swipe-access activation and or building access submissions.
Use this service when:

- You are an industry, government, or external academic collaborator requiring access to RPF facilities
- You have not previously applied for or received a CRF External User ID
- You are unable to locate or confirm your existing CRF ID

Do **not** use this service if:

- You are a University of Sydney staff member, student, or affiliate (you should use your UniKey instead)
- You already have a valid CRF ID and have provided it to the Facility
- Your project has not yet been discussed or approved by the Facility

Workflow

Step 1 — Complete CRF Self-Registration
All external users must create an account through the CareerPath Self-Registration portal.
Use the link below:

CRF Self-Registration

Step 2 — Complete the CRF External User Induction Module
After registering, log in to CareerPath and complete the mandatory **CRF External User Access Induction** module.

Step 3 — Obtain Your CRF External User Card
48 hours after completing the induction module, visit the **G12 Services Building** with a valid photo ID to have your CRF External User Card issued.

Optional step (recommended):
Before visiting G12, email **cis.frontcounter@sydney.edu.au** to confirm that your CRF ID has been created and is active in the system.
If your CRF ID cannot be located, or if you encounter issues, contact:
rpf.queries@sydney.edu.au

Step 4 — Provide Your CRF ID to the Facility
Once you have your CRF ID and Card has been issued. Submit a Facility Access Request.
From the SydneyFMS Dashboard:
Order a Service or Consumables → Facility Access Request

The Facility will then submit the building and laboratory swipe-access request on your behalf.