



USER INFORMATION

NAME: _____ DU ID#: _____ PHONE: _____

EMAIL ADDRESS: _____ USERNAME : _____

DEPARTMENT: _____ JOB TITLE: _____

Please answer the questions below:

- 1. Do you need to view?
[] Names, Addresses, Phone #s, Email [] General Student Program Information
[] Current Registration [] Academic History [] Banner Student Reports

- 2. Do you need to update?
[] Names, Addresses, Phone, Email [] Generate New IDs [] High Security Updates (SSN)

NOTE: Access to Generate New IDs, Update Names, Addresses, Phone #s and Email will be granted only upon completion of General Person Update / Data Standards training.

- [] Registration Overrides [] Holds [] Advisors [] Experiential Learning
[] Assistantships/Fellowships/Internships [] Registration

- 3. Do you need to be set up for?
[] View Imaging [] Update Imaging [] Student Reporting Views
[] View Departmental Cognos Reports [] View Registrar Internal Cognos Reports
Web Self-Service for : [] Faculty [] Advisor

Federal regulation requires us to collect why access to student records is granted (legitimate educational interest). Please describe the duties you perform that require the access you are requesting.

Additional information:

Form Prepared By: _____ Preparer's Phone: _____ Fax: _____

APPROVING SIGNATURES

Comments:

Reporting Views – College Code _____ Level _____

Business Profiles – Code(s) _____

Appropriate Security Classes:

1. Department Manager Date 2. Division Head/Budget Officer Date

3. Banner Student Signatory Date 4. UTS- EAS (fax: 17998) Date
Wenguo Edmans, Office of the Registrar (fax: 14300)

After obtaining all required signatures, please submit this form to UTS - Enterprise Application Services (EAS) for processing.