

**USER INFORMATION**
**NAME:** \_\_\_\_\_

**DU ID#:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

The information that is available in the DU data warehouse is personal and private information. The University of Denver treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retraining, using or releasing personal information about the University's employees. Personally identifiable student information should be used with discretion by University employees in carrying out the functions of their jobs. Policies on the use of student information may be obtained from the Office of the Registrar. Student information, other than directory information, may not be released to a third party without the written consent of the student. The University expects all personnel granted access to such information, in order to carry out the functions of their job, to strictly protect the confidentiality of information to which they may have access and to abide by this policy. Failure to adhere to these guidelines may result in loss of security access to such records and subject the offender to appropriate disciplinary action.

I have read and I agree to the above statements (Please sign and also print your name)

**I am requesting access to:**
 Query Studio Student – Please fill in the “Legitimate Educational Interest” box below

 Query Studio Admissions – Please fill in the “Legitimate Educational Interest” box below

 Query Studio Financial Aid – Please fill in the “Legitimate Educational Interest” box below

Please note that if you are requesting access to multiple modules you will need authorization from multiple signatories

*A school official is deemed to have a legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.*

**Please describe your legitimate educational interest regarding your request for this access:**

Form Prepared By: \_\_\_\_\_ Preparer's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**APPROVING SIGNATURES**

1. Department Manager _____ Date _____	2. Division Head/Budget Officer _____ Date _____
3. Banner Student Signatory _____ Date _____ <i>Wenguo Edmans, Office of the Registrar (fax: 14300)</i>	4. Banner UG Admissions Signatory _____ Date _____ <i>Bryan Axtman (fax: 13301)</i>
5. Banner GR Admissions Signatory _____ Date _____ <i>Roberto Garcia (fax: 14942)</i>	6. Banner Financial Aid Signatory _____ Date _____ <i>Karen Woodrum, Office of Financial Aid (fax: 12341)</i>
11. Planning and Budget Office _____ Date _____ <i>Linda Kosten (fax: 14101)</i>	12. IT - EAS (fax: 17998) _____ Date _____ or you may email: eas@du.edu

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