



USER INFORMATION

DEPARTMENT: EMPLOYEE POSITION IS: NAME: DU ID#: PHONE: EMAIL ADDRESS: USERNAME: JOB TITLE:

Please answer the questions below:

- 1. Do you need to view?
2. Do you need to update?

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, 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 Wenguo Edmans, Office of the Registrar (fax: 14300) 4. 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 for processing.