



OFFICE OF THE REGISTRAR

EIS Student Administration Base Access Request

To access EIS visit myls.unt.edu.

ALL INFORMATION BELOW IS REQUIRED BEFORE ACCESS CAN BE UPDATED IN EIS.

Name: _____ EUID: _____

Department: _____ EMPL ID: _____

Job Title: _____ Phone: _____

Dept ID: _____ Position #: _____ Job Code: _____

All employees requesting access to EIS (Enterprise Information System) must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), located at ferpa.unt.edu, and submit a 'FERPA Training Completion' form to the Registrar's Office prior to being granted access. All security granted is subject to periodic review and verification of a continuing necessity to access student record information as employees change job functions.

By signing this form, I understand that all information contained in EIS is regulated by university policy and procedures. Any unauthorized use of these systems could result in the loss of Student Record Access and possibly disciplinary or criminal action.

If you have questions, please contact the Registrar's Office at 940-565-4609.

Signature*

Date

Department Head, Dean or Director Name

Department Head, Dean or Director Signature*

Date

**Form must be saved to your computer to add an electronic signature. Electronic signature must be from a UNT email address.*

SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE:

Click the 'Submit' button, Email to RegIT@unt.edu, Deliver to ESSC 147, OR Fax to 940-565-4463

REGISTRAR OFFICE USE ONLY

- RSB NTSA_BASE SACR Notice

Granted By: _____ Date: _____