

New User: _____ Update: _____

**UNIVERSITY OF NORTH TEXAS – REGISTRAR’S OFFICE
DEGREE AUDIT CLIENT – USER ACCESS AUTHORIZATION – ADMINISTRATIVE ACCESS**

Complete and return to Registrar’s Office, ESSC, 2nd Floor

Name: _____ Enterprise User ID(EUID): _____

EmplID: _____ Department/Office: _____ Phone: _____

Are you listed in Outlook? Y /N (If no, please provide an e-mail address:) _____

NOTE: This form does not authorize access to the Enterprise Information System (EIS).
Degree Audit Client access is granted/revoked independent of access to other systems.
All potential users **must** have completed training on the Federal Educational Rights
and Privacy Act (FERPA) **before** applying for Degree Audit Client access.

Check all that apply.

ACES Note: the roles below are granted in ACES with the ‘prod’ suffix.

_____ **Basic Degree Audit Access (including Run Audit)** – Able to view student data and run audits.
ACES Roles to grant: BASIC_USER, DARS_SLCTONLY, RUN_AUDIT

_____ **Data Entry, Parts 1 & 2** – Able to create, modify and delete courses on a student’s record.
ACES Roles to grant: ACADADV_DTENT1, DATAENTRY2

_____ **Degree Requirement Encoding** – Able to create, modify and delete Degree Audit encoding.
ACES Role to grant: DGREERQTENCNG

_____ **Transfer Articulation Maintenance** – Able to create, modify and delete transfer articulation rules
in the Degree Audit Client.
ACES Role to grant: TRNSFRARTICMNT

_____ **Master Reference Maintenance** – Able to create, modify and delete Master Reference tables
in the Degree Audit Client.
ACES Role to grant: MASTERREFMAINT

NOTE: Either/both below requires special approval from the Degree Audit Systems Manager.

_____ **‘Development’ System Access:** access to the Development system/account in the Degree Audit Client.
ACES Roles to grant: add the same roles as above, but with ‘devl’ suffix

_____ **‘Two-Tier’ DB Access:** access to the DARwin DB records for query purposes.
ACES Roles to grant: DEFAULT_SELECTONLY, plus grants via Golden

I understand that all information contained in the Degree Audit record is regulated by university policies and procedures. Any unauthorized use of these systems could result in the loss of that privilege and possible disciplinary action.

By signing below, **I attest that I have completed the required FERPA training**, and am aware of all Federal, State and University regulations regarding the release of protected student record information.

USER: _____

AUTHORIZATION: _____

(School/College/Department approval required)

Form DW001
Revised: 23 July 2012

Registrar’s Office Use Only
Date Created/Updated: _____ Signoff: _____