New User: _____ Update: _____

# UNIVERSITY OF NORTH TEXAS – REGISTRAR'S OFFICE
## DEGREE AUDIT CLIENT – USER ACCESS AUTHORIZATION – <u>ADVISING ACCESS</u>

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.

**<u>Check all that apply</u>.**                    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_SELECTONLY, RUN_AUDIT

_____ **Academic Advising** – Able to update student information in the Degree Audit Client, including
         Degree Program, Exceptions, and Student Transfer Course Evaluation.
         ACES Role to grant: ACADADV_DTENT1

> *NOTE: Access 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

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, <u>I attest that I have completed the required FERPA training</u>, 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)

| Registrar's Office Use Only | |
| --- | --- |
| Date Created/Updated: _____ | Signoff: _____ |

**Form DW001**
Revised: **16 July 2012**

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