Student Information Security Application

GradRecs Access Request Form

Please provide GradRecs access to the following individual:

Name: _____ UIN: _____ Enterprise ID: _____

Email address: _____ Office Phone: _____ Dept Code: _____

Employment Status (Faculty, Staff, etc): _____

Job Title_____

Responsibilities: _____

Supervisor's name _____ Supervisor's Phone_____

Permission level requested. Please be aware that not all requests will be granted.

☐ Managers   Administrative access to the entire system. Users are able to edit any editable section within the system.

☐ Reviewers   Faculty and/or staff access. Users are able to view their current advisees on record in Banner and edit graduate evaluations and notes sections.

☐ Users   Administrative access for AISO, program coordinators, etc. Users are able to view all students in a department with edit rights to the notes section.

Effective Date: _____

☐   I have signed the Information Security Compliance Form:
http://education.illinois.edu/saao/documents/Information_Security_Compliance_form.pdf

☐   Have you completed FERPA training? If you have not completed FERPA training, please visit the web site at
http://www.registrar.illinois.edu/staff/ferpa_tutorial/ and print the certificate at the end of the tutorial as verfivication of completion. Submit the FERPA certificate with this form.

Account Owner's Signature: _____ Date: _____

Unit Head or Designee: _____ Date: _____

TERMINATED or TRANSFER EMPLOYEES: If this Account Owner is no longer a University employee or has transferred into another College or department, and access to gradRecs needs to be removed, please send an e-mail to ed-sissupport@ed.uiuc.edu indicating the account needs to be removed. You will be notified when access for this account owner has been removed.

College of Education Authorization Usage Only

Approved by: _____ Date: _____

Completed by: _____ Date: _____