UMBC

AN HONORS UNIVERSITY IN MARYLAND

Undergraduate Admissions

Student Administration

Access Request Form

Requestee Information

_____ @umbc.edu

First Name   Last Name   Campus ID   myUMBC User ID

_____

Department   Position/Title   Extension

Access Requested — Select **One** Action.

Action Requested: ☐ Add User   ☐ Remove User   ☐ Edit Permissions   ☐ Add Permissions

Role Requested — Select **one** role (Large bubble includes all permissions inside) **OR** Select custom and any desired permissions throughout the sheet.

☐ Counselor
- ☐ UM_QUERY_VIEWER_USER
- ☐ UM_RT_POWER_USER
- ☐ UM_UG_COUNSELOR
- ☐ UM_UG_DECISION_ENTRY_USER
- ☐ UM_UG_IMAGENOW_READONLY_USER
- ☐ UM_UG_PROCESSOR
- ☐ Query Tree Access

☐ Processor
- ☐ UM_RT_EXTERNAL_TEST_SCORE_PROC
- ☐ UM_RT_POWER_USER
- ☐ UM_UG_DECISION_ENTRY_READONLY
- ☐ UM_UG_ORG_MAINTAIN
- ☐ UM_UG_PROCESSOR
- ☐ UM_UG_SPECIAL_USER
- ☐ UM_UNLOCK_USERS
- ☐ Query Tree Access

☐ Student Assistant
- ☐ UM_RT_POWER_USER
- ☐ UM_UG_DECISION_ENTRY_READONLY
- ☐ UM_UG_IMAGENOW_READONLY_USER
- ☐ UM_UG_RECEP_PUB_VIEW
- ☐ Query Tree Access

☐ Student Assistant—Technical
- ☐ UM_RT_POWER_USER
- ☐ UM_UG_COUNSELOR
- ☐ UM_UG_IMAGENOW_READONLY_USER
- ☐ UM_UG_TEST_SCORE_LOADS
- ☐ Query Tree Access

☐ Custom
- ☐ UM_UG_SUPER_USER
- ☐ UM_UG_OTHER_OFFICE_VIEW
- ☐ UM_UG_IMAGENOW_SUPER_USER
- ☐ UM_UG_IMAGENOW_POWER_USER
- ☐ UM_UG_SCHOLARSHIPS
- ☐ UM_UG_RESIDENCY_UPDATE
- ☐ UM_UG_RESIDENCY_VIEW_ONLY
- ☐ UM_RT_SUPER_USER
- ☐ UM_RT_INQUIRY_USER
- ☐ UM_RT_EVENT_PLANNING
- ☐ UM_RT_LETTER_GEN_USER
- ☐ UM_RT_ROLE_GRANTING
- ☐ UM_RT_PS_DELETE_USER
- ☐ UM_RT_PROSPROC_USER

Reason For Request

_____

_____

_____

_____

Query Tree Access

UM_ADM_QUERY_TREE_FULL_ACCESS

UM_CC_QUERY_TREE_FULL_ACCESS

UM_FA_QUERY_TREE_FULL_ACCESS

UM_SF_QUERY_TREE_FULL_ACCESS

UM_SR_QUERY_TREE_FULL_ACCESS

FERPA Policy

All academic and personal student information available in myUMBC is governed by UMBC's Policy on Disclosure of Records: **http://registar.umbc.edu/services/records/ disclosure-of-student-records/**

Direct Department Supervisor

Employee's Supervisor

_____

First Name   Last Name   Signature   Date

Departmental Approval

Associate Director of Admissions / Assistant Vice Provost

_____

Signature   Date

☐ Request Granted   ☐ Request Denied   ☐ Request Modified

Implementation

Director of IT Systems and Services / Specialist

_____

Signature   Date