



Request for Campus Community Access

Section 1 - User information to be completed by requesting department

(A) Employee Information

Employee Name _____ Campus phone _____
Department _____ Position/Title _____
myUMBC User ID _____@umbc.edu Campus ID _____

(B) Access requirements

Request type (check one): ☐ Add User ☐ Remove User ☐ Replace Permissions ☐ Additional Access

Purpose _____

(C) Department Area Authorization

Department Supervisor _____
Department Supervisor Signature _____
Request Date _____

Section 2 - Security role(s) to be assigned must be completed by data steward for functional area

CAMPUS COMMUNITY Vice Provost of Enrollment Management / IT Manager, Enrollment Management

- | | | |
|--|--|---|
| ☐ UM_CC_SRVC_BIODEMO_VIEWONLY | ☐ UM_CC_EXTRACURRICULAR | ☐ UM_UG_MASS_ASSIGN_GROUPS |
| ☐ UM_UG_STUDENT_GROUPS | ☐ UM_CC_VISA_CIT_UPDATE | ☐ UM_CC_SRVC_IND_PLC_REL |
| ☐ UM_POI_AD | ☐ UM_POI CAMPUS CARD | ☐ UM_POI_ADMIN |
| ☐ UM_CC_RESIDENCY | ☐ XMLP REPORT DEVELOPER | ☐ UM_QUERY_MGR_USER |
| ☐ UM_QUERY_VIEWER_USER | | |

Data steward signature _____

Date _____

Section 3 - To be completed by Student Administration Project Staff

Completed by _____

Date _____

- ☐ Verify confidentiality agreement ☐ Grant approved access ☐ Notify Department administrator ☐ Notify data steward

Request for Student Administration Access Instructions

When to use this form

The *Request for Student Administration Access* form must be completed for any Student Administration access creation or deletion, and any time a modification is required for an existing user's access rights in the Student Administration System.

How to use this form

Sections 1 and 2 of the form should be completed by the user's departmental administrator and then distributed to the data steward of each requested area of access. After all necessary authorizations are collected, the form should be uploaded to the [SA Form Box Folder](#) for review.

1. *When submitting a request for a user who does not currently have access to the Student Administration System:* Provide all information requested in Section 1, selecting "Add User" on the "Request Type" line.
2. *When submitting a request to remove access for a user who already has access to the Student Administration System:* Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.
3. *When requesting additional rights for a user who already has access to the Student Administration System:* Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security roles need to be selected in section 2.
4. *When requesting a change to existing rights for a user who already has access to the Student Administration System:* Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line.

When processed, the user's existing student administration access in the three modules listed above will be removed with the security roles marked in section 2.

Assistance in completing section 2 should be obtained from the security administrator for the authorizing department. To determine the proper roles needed for access to Campus Community functions, contact the IT Director for the Office of Enrollment Management at caretti@umbc.edu

Where to send form

Acquire departmental supervisor signature. The form should be uploaded to the [SA Form Box Folder](#) for review.

What to expect

Once the completed form has been processed and approved, system rights will be assigned to the requested user if approved. To confirm completion of the request, an e-mail notification will be sent to the departmental administrator.