

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_RESIDENCY_UPDATE | ☐ UM_RT_LETTER_GEN_USER |
| ☐ UM_UG_OTHER_OFFICE_VIEW | ☐ UM_UG_RESIDENCY_VIEW_ONLY | ☐ UM_RT_ROLE_GRANTING |
| ☐ UM_UG_IMAGENOW_SUPER_USER | ☐ UM_RT_SUPER_USER | ☐ UM_RT_PS_DELETE_USER |
| ☐ UM_UG_IMAGENOW_POWER_USER | ☐ UM_RT_INQUIRY_USER | ☐ UM_RT_PROSPROC_USER |
| ☐ UM_UG_SCHOLARSHIPS | ☐ UM_RT_EVENT_PLANNING | |

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
-----------	------