Request for Access to Student Academic and Financial Records

Personnel needing access to student records:

Name _____ OU Net ID (4+4) _____ Sooner ID _____ Email address _____

Title _____ Department _____ Office phone number _____ Date _____

Requesting same level of access as previous employee? Requesting same level of access as existing employee?

YES _____ NO _____   YES _____ NO _____

If YES, previous employee name: _____   If YES, existing employee name? _____

Previous employee OU Net ID (4+4)_____   Existing employee OU Net ID (4+4)_____

If this is not a replacement for a previous employee or a request for the same level of access as an existing employee, indicate below what access is requested.

Job functions requiring access to student ACADEMIC records (check all that apply):

Faculty instructor

_____ view class rosters (Faculty Schedule, The Book)

_____ issue course overrides (The Book)

    Dept_____Course_____Sec_____

_____ enroll and add/drop students

_____ submit grades (Faculty Grade Assignment)

Faculty instructor and advisor

_____ view student status, registrations, contact information (Look up students…, The Big Page)

_____ view class rosters (Faculty Schedule, The Book)

_____ clear advisement indicators (Look up students…)

_____ issue course overrides (The Book)

    Dept_____Course_____Sec_____

_____ enroll and add/drop students

_____ submit grades (Faculty Grade Assignment)

_____ view student academic transcripts (Advisor Tools channel)

Academic Advisor

_____ view student status, registrations, contact information (Look up students…, The Big Page)

_____ view class rosters (The Book)

_____ clear advisement indicators (Look up students…)

_____ issue course overrides (The Book)

    Dept_____Course_____Sec_____

_____ enroll and add/drop students

_____ view student academic transcripts (Advisor Tools channel)

Departmental Staff

_____ view student status, registrations, contact information to support instructors/advisors, determine eligibility for programs/scholarships (Look up students…, The Big Page)

_____ view class rosters (The Book)

_____ clear advisement indicators as delegated by instructors and advisors (Look up students…)

_____ issue course overrides as delegated by instructors and advisors (The Book)

    Dept_____Course_____Sec_____

_____ enroll and add/drop students

_____ view student academic transcripts to support advisors, determine eligibility for programs/scholarships (Advisor Tools channel)

Job functions requiring access to student FINANCIAL records (check all that apply):

Bursar

_____ view student bursar account charges to administer scholarships/aid, account balances

_____ enter student bursar account charges

Financial Aid

_____ view student scholarship/financial aid information to administer scholarship/aid programs

Access to internal administrative functions – access to INB is limited to administrative offices

_____ Requesting access to specific Recruitment administrative class (INB) to perform these job functions:

    _____

_____ Requesting access to specific Admissions administrative class (INB) to perform these job functions:

    _____

_____ Requesting access to specific Registration administrative class (INB) to perform these job functions:

    _____

_____ Requesting access to specific Academic Records administrative class (INB) to perform these job functions:

    _____

_____ Requesting access to specific Bursar administrative class (INB) to perform these job functions:

    _____

_____ Requesting access to specific Financial Aid administrative class (INB) to perform these job functions:

    _____

Department Approval: _____

                  Department Chair/Director   Date

Norman main campus and OU-Tulsa departments - Submit form to Jean Ware, Admissions & Records, Buchanan Hall room 328, fax 405-325-7047

OU Outreach Liberal Studies, Advanced Programs, Outreach Flex and Center for Independent and Distance Learning – Submit form to R. William Jacobs II, OU Outreach Registration and Records, ADMN, 1700 Asp Avenue, fax 405-325-7273

APPROVALS

Main Campus Admissions & Records Approval

Approval for personnel to have same access
as existing employee   ❑ yes   ❑ no

Approval for personnel to have same access
as previous employee   ❑ yes   ❑ no

If no or not specified, give access to INB class(es):

_____

_____
Office of Admissions & Records   Date

Registration approval for course overrides and
enroll and add/drop student

_____
Registration   Date

OU Outreach approval

Approval for personnel to have same access
as existing employee   ❑ yes   ❑ no

Approval for personnel to have same access
as previous employee   ❑ yes   ❑ no

If no or not specified, give access to INB class(es):

_____

_____
OU Outreach Registration and Records   Date

Recruitment Services Access Approval

Approval for personnel to have same access as existing employee   ❑ yes   ❑ no
Approval for personnel to have same access as previous employee   ❑ yes   ❑ no

If no or not specified, give access to INB class(es): _____

_____
Recruitment Services   Date

Bursar Access Approval

Approval for personnel to have same access as existing employee   ❑ yes   ❑ no
Approval for personnel to have same access as previous employee   ❑ yes   ❑ no

If no or not specified, give access to INB class(es): _____

_____
Office of the Bursar   Date

Financial Aid Access Approval

Approval for personnel to have same access as existing employee   ❑ yes   ❑ no
Approval for personnel to have same access as previous employee   ❑ yes   ❑ no

If no or not specified, give access to INB class(es): _____

_____
Office of Financial Aid   Date

Security Access

SSB:

Date: _____

SIAINST: _____

SPAIDEN: _____

Security Administrator: _____

INB:

Date: _____

Classes assigned: _____

Security Administrator: _____