

Banner/DSD Student Information (SI) Access Request

Name: _____ UAID: _____ ZUAUSR Username: _____
Department: _____ E-Mail: _____ Work Phone: _____

- This is my first SI access request or I have moved to a new job.** Mark all items needed for your job.
 I already have SI access, but need to add more. Mark only the new items to which you need access.

I have the same job duties as the following employee, and need the same access that other employee has/had.
Other employee's full name and UAID:

If you use the "same as other employee" option above, you do not have to mark additional checkboxes below.

- View general student information: addresses, phone numbers, degrees and majors sought, schedules, fees owed, class rosters. This does not include academic history data (see below). (si_reg_counter_cls)
- View general student information and academic history data: grades, GPA's, completed classes, transferred classes, admission and graduation status. Printing transcripts is *not* included. (si_advisor_cls)
- View/print unofficial transcripts. (si_unoff_transc_cls)
- View/print class rosters and other reports with data about admissions, prerequisites, schedules, enrollment statistics, enrolled majors, graduation, etc. (si_misc_dept_cls)
- Identify groups of students (my department's majors, students in my department's classes, etc.) and view/print reports with data about those students: phone lists, mailing labels, student schedules, degrees/majors sought, etc. (misc_letgen_dept_cls + si_misc_dept_cls)
- Give students approval to register for my department's restricted or full classes. (si_approval_cls)
- Assign advisors to students. (si_add_advisor_cls)
- I am an academic advisor, or work for one, and need to release ADVISING REQUIRED holds. (si_hold_cls)
- Get student and class data from the University's DSD reporting tools (QMenu, QAdhoc and Toad): address labels, class lists, fee reports, schedule reports, etc. This is separate from Banner access but will be granted automatically if similar Banner access is requested. (user_web_siuser, user_dsd_siuser)

* Only these four items require **two approval signatures**, from the user's supervisor and also a department chairperson, associate dean, dean or director. The signatures must be from different people, and users cannot approve their own requests.

- View, add and change** advising appointment data. (si_supp_svcs_adv_cls)
- View **but not add or change** advising appointment data. (si_supp_svcs_view_adv_cls)
- View, add and change** advising comments. *Not granted to student employees.* (si_supp_svcs_comment_cls)
- View **but not add or change** advising comments. *Not granted to student employees.* (si_supp_svcs_view_comment_cls)

Other student information access needs:

All the requested items are required for my job responsibilities at UAA or its extended campuses.

User Signature Job Title Date

I have reviewed and approve the requested items; they are required for the user's job. I acknowledge my responsibility to conduct periodic reviews of employee access privileges and update those privileges in light of any job transfers, terminations or other changes.

Supervisor Signature Printed Name Job Title Date

* _____
Chair/Assoc. Dean/Dean/Dir. Signature Printed Name Job Title Date