

Employee Name _____ ID _____

SECTION B – APPROVALS (For Data Custodians only)

(Data Custodians, please complete sections B and C only when all three signatures are present in Section A)

Admissions _____ Student Finance _____

Student Records _____ Human Resources _____

Financial Aid _____ Financials _____

Other _____

Operator Profile/Roles/Acad. Org./Program Actions **Access Type** **Database Instance(s)**

EXERCISE COMPLETION IDENTIFIED & RECORDED

Successful completion of following training exercise(s) required before access is provided:

SECTION C

Exercises Required (Data Custodian):

- Student Navigation/Advising
- Course Permissions
- Course Scheduling
- Adding a Patron
- Financial Reporting
- HR Navigation
- _____

SECTION D

Exercises completed (IS&T)

- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____
- advised by _____ Date _____

SECURITY: Training notified of required exercises Date: _____

Access to training data base provided - Date: _____

SECTION E – SECURITY (for IS&T only)

Security Provided to employee

By: _____ Date: _____