



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: \_\_\_\_\_