



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 _____                 | _____ |
| <b>Operator Profile/Roles/Acad. Org./Program Actions</b> | <b>Access Type</b> | <b>Database Instance(s)</b> |       |
| _____  | _____              | _____                       |       |
| _____  | _____              | _____                       |       |

**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: \_\_\_\_\_