UNIVERSITY OF NORTH TEXAS – REGISTRAR’S OFFICE
DEGREE AUDIT CLIENT – USER ACCESS AUTHORIZATION – ADVISING ACCESS

Complete and return to Registrar’s Office, ESSC, 2nd Floor

Name: ____________________________________________  Enterprise User ID (EUID): ___________

EmplID: _______________  Department/Office: ___________________________  Phone: ______________

Are you listed in Outlook?  Y / N  (If not, please provide an e-mail address:) ____________________________

NOTE: This form does not authorize access to the Enterprise Information System (EIS).
Degree Audit Client access is granted/revoked independent of access to other systems.
All potential users must have completed training on the Federal Educational Rights and Privacy Act (FERPA) before applying for Degree Audit Client access.

Check all that apply.

____ Basic Degree Audit Access (including Run Audit) – Able to view student data and run audits.
  ACES Roles to grant: BASIC_USER, DARS_SELECTONLY, RUN_AUDIT

____ Academic Advising – Able to update student information in the Degree Audit Client, including
  Degree Program, Exceptions, and Student Transfer Course Evaluation.
  ACES Role to grant: ACADADV_DTENT1

NOTE: Access below requires special approval from the Degree Audit Systems Manager.
____ ‘Development’ System Access: access to the Development system/account in the Degree Audit Client.
  ACES Roles to grant: add the same roles as above, but with ‘devl’ suffix

I understand that all information contained in the Degree Audit record is regulated by university policies and procedures. Any unauthorized use of these systems could result in the loss of that privilege and possible disciplinary action.

By signing below, I attest that I have completed the required FERPA training, and am aware of all
Federal, State and University regulations regarding the release of protected student record information.

USER: ____________________________________________  DATE: ____/____/____
  (signature)

AUTHORIZATION: ____________________________________________  DATE: ____/____/____
  (School/College/Department approval required)

Form DW001
Revised: 16 July 2012

Registrar’s Office Use Only

Date Created/Updated: ___________________  Signoff: ___________________