

New User: \_\_\_\_\_ Update: \_\_\_\_\_

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

Complete and return to Registrar’s Office, ESSC, 2<sup>nd</sup> 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.**

ACES Note: the roles below are granted in ACES with the ‘prod’ suffix.

\_\_\_\_\_ **Basic Degree Audit Access (including Run Audit)** – Able to view student data and run audits.  
ACES Roles to grant: BASIC\_USER, DARS\_SLCTONLY, RUN\_AUDIT

\_\_\_\_\_ **Data Entry, Parts 1 & 2** – Able to create, modify and delete courses on a student’s record.  
ACES Roles to grant: ACADADV\_DTENT1, DATAENTRY2

\_\_\_\_\_ **Degree Requirement Encoding** – Able to create, modify and delete Degree Audit encoding.  
ACES Role to grant: DGREERQTENCNG

\_\_\_\_\_ **Transfer Articulation Maintenance** – Able to create, modify and delete transfer articulation rules  
in the Degree Audit Client.  
ACES Role to grant: TRNSFRARTICMNT

\_\_\_\_\_ **Master Reference Maintenance** – Able to create, modify and delete Master Reference tables  
in the Degree Audit Client.  
ACES Role to grant: MASTERREFMAINT

*NOTE: Either/both 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

\_\_\_\_\_ **‘Two-Tier’ DB Access:** access to the DARwin DB records for query purposes.  
ACES Roles to grant: DEFAULT\_SELECTONLY, plus grants via Golden

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: 23 July 2012

**Registrar’s Office Use Only**  
Date Created/Updated: \_\_\_\_\_ Signoff: \_\_\_\_\_