OFFICE OF ENROLLMENT SYSTEM

EIS Student Administration Base Access Request

To access EIS visit myls.unt.edu.

ALL INFORMATION BELOW IS REQUIRED BEFORE ACCESS CAN BE UPDATED IN EIS.

Name: _____ EUID: _____

Department: _____ EMPLID: _____

Job Title: _____ Phone: _____

Dept ID: _____ Position #: _____ Job Code: _____

All employees requesting access to EIS (Enterprise Information System) must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), located at ferpa.unt.edu, and submit a 'FERPA Training Completion' form to the Registrar's Office prior to being granted access. All security granted is subject to periodic review and verification of a continuing necessity to access student record information as employees change job functions.

By signing this form, I understand that all information contained in EIS is regulated by university policy and procedures. Any unauthorized use of these systems could result in the loss of Student Record Access and possibly disciplinary or criminal action. If you have questions, please contact Enrollment Systems at Ensys.Security@ad.unt.edu

_____ _____

Signature   Date

_____

Department Head, Dean or Director Name

_____ _____

Department Head, Dean or Director Signature*   Date

Follow these steps to submit your completed form:

1. Save this form (pdf) to your computer.
2. Open the saved form and fill in all fields.
3. Add your electronic signature to the form (or print and sign) to indicate that you understand the information contained in this training session. (ELECTRONIC SIGNATURE MUST BE FROM A UNT EMAIL ADDRESS.)
4. Submit the completed and signed form to the Enrollment System by one of the following methods:
   - Click the 'Submit' in this form
   - Email to Ensys.Security@ad.unt.edu

If you have not already, activate your EUID by going to ams.unt.edu.

ENROLLMENT SYSTEM USE ONLY

☐ RSB   ☐ NTSA_BASE   ☐ SACR   ☐ Notice

Granted By: _____ Date: _____