



# DATA WAREHOUSE ACCESS REQUEST FORM

(Student Records)

This form is used to request new or a change in an employee's security access in the Data Warehouse. Please complete the form and email to [ITSupportCenter@miami.edu](mailto:ITSupportCenter@miami.edu) using your UM email account.

## REQUESTOR (UM Faculty or Staff)

<b>Name:</b> <input type="text"/>	<b>Title:</b> <input type="text"/>
<b>Cane ID:</b> <input type="text"/>	<b>Phone:</b> <input type="text"/>
<b>UM ID:</b> <input type="text"/>	<b>E-mail:</b> <input type="text"/>
<b>School:</b> <input type="text"/>	<b>Career:</b> <input type="text"/>
<b>Department:</b> <input type="text"/>	<input type="checkbox"/> I need access to Athlete Information.

## COPY USER ACCESS (Should We Copy Another User's Access?)

**User Information:**

Name: <input type="text"/>	Cane ID: <input type="text"/>
UM ID: <input type="text"/>	

This person is being replaced.     This person should retain their access.

## FERPA TRAINING (Should be completed by Requestor Only)

If you have not completed the ULearn on-line FERPA training within the past year, please:

1. Find the log in button here:  
[http://www.miami.edu/index.php/professional\\_development\\_training\\_office/learning/ulearn/](http://www.miami.edu/index.php/professional_development_training_office/learning/ulearn/)
2. Click the ULearn Log in Button
3. Sign in with your Cane ID
4. Click Search the Catalog
5. Search for FERPA
6. Select the FERPA online class
7. Launch and complete the training

I have completed required FERPA training within the past year. **(This will be verified by the Registrar's Office)**

<b>Name:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
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**APPROVER**

(UM Manager or Supervisor)

Name:

Title:

Cane ID:

Phone:

UM ID:

E-mail:

I (Print Supervisor's Name) \_\_\_\_\_ approve access for the above named person. My signature below acknowledges I have read and agree with this form.

(Supervisor's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Supervisors are responsible for reporting employee transfers and terminations.

**OFFICE OF REGISTRAR APPROVAL**

(For Office of Registrar's Use Only)

Comments:

I (Print Data Custodian's Name) \_\_\_\_\_ approve access for the above named person. My signature below acknowledges I have read and agree with this form.

(Data Custodian's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Please email completed form to [ITSupportCenter@miami.edu](mailto:ITSupportCenter@miami.edu) using your UM email account.