

User Authorization Request for Degree Works Account

Access to Degree Works is restricted to employees of Northeast State Community College. Access is granted based upon employment responsibility and the employee's need to gain such access to fulfill his/her responsibilities. Should those responsibilities change, it is the employee's and supervisor's responsibility to re-submit this form to have his/her security access re-evaluated.

1. Request Type: New Change Removal

2. Employee -- Please Print:

(900xxxxxxx)

Name: _____ Banner ID: _____

Department: _____ Phone Ext: _____

Faculty Staff

3. Employee Certification

FERPA: The Family Educational Rights and Privacy Act of 1974 restricts access to non-directory student information to college personnel who have a legitimate educational interest in obtaining access to a student's grades and test scores. Disclosure of FERPA protected data to non-college personnel, or college personnel without a legitimate educational interest, is a violation of a student's rights. More information may be obtained from the Office of Admissions and Records.

4. System Access Requested:

Advisor Access Administrative Access (requires approving signature/Degree Works Administrator: _____)

Applicant: _____ Date: _____

Supervisor: _____ Date: _____

VP for Institutional Excellence and Student Success: _____ Date: _____

VP for Academic Affairs: _____ Date: _____

Office of Computer Services:
 Assistant Database Administrator: _____ Date: _____