



Student Records Access Request Form

Purpose: To receive access to student records in the Pathway, ImageNow, DARS, and/or Cognos systems. Requesters must pass the FERPA Training Test before access will be granted. For information on how to take this exam, see: www.umkc.edu/registrar/records/ferpa-course.asp.

All fields below must be filled out.

Name: _____ Empl ID: _____

Single Sign-on: _____ Date FERPA Passed: _____

Department/Unit: _____

Acknowledgement: I understand any access granted is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password and ensuring the data I obtain is disseminated through approved University channels. Unauthorized access and use/dissemination of data are serious offenses, which may be subject to discipline.

Signature: _____ Date: _____

Approved by: *All access must be approved by the head of your department or academic unit.*

Name: _____ Title: _____

Signature: _____ Date: _____

What type of information do you need access to? (Check all that apply.)

	Role Name	What's Included?	Additional information needed	Approved/ Denied
<input type="checkbox"/>	Academic Advising	Comprehensive student records Pathway access to admissions, test scores, transfer credit, grades, majors, GPA, degrees, bio/demo data, holds etc. on individual students	Check which careers you need access to: <input type="checkbox"/> UGRD <input type="checkbox"/> MEDS <input type="checkbox"/> GRAD <input type="checkbox"/> DENT <input type="checkbox"/> PHAR <input type="checkbox"/> LAW	
<input type="checkbox"/>	DARS	Ability to run degree audits on individual students		
<input type="checkbox"/>	WebNow	Ability to view scanned admission letters, student records, transcripts, test scores, etc.	<input type="checkbox"/> Read only <input type="checkbox"/> Signature Authority (to make admission decisions and route files back to Admissions) <input type="checkbox"/> GRaduate Admission DEcisions (GRADE) <input type="checkbox"/> iPhD supplementary application files	
<input type="checkbox"/>	Instructor	Access to view the class roster, e-mail students on the class roster, and input grades	What class(es) are you teaching:	

<input type="checkbox"/>	Cognos Reporting Access	Ability to request reports from Cognos to view summary data on students or courses	<input type="checkbox"/> Academic Advising Reports (student data) <input type="checkbox"/> Scheduling Reports (classes and courses)	
<input type="checkbox"/>	Service Indicator add/remove access	Ability to add, edit, and remove holds on individual students.	List Service Indicator(s):	
<input type="checkbox"/>	Department Chair	Basic student record information and grade rosters for the department	Subject/Department(s):	
<input type="checkbox"/>	Class Rosters	View entire class rosters for specific departments	Subject/Department(s):	
<input type="checkbox"/>	Basic Student Inquiry	Catalog, class search, student names, addresses, phone numbers, directory information.		
<input type="checkbox"/>	Learning Management	Ability to tell if a student is currently enrolled and see basic bio/demo information.		
<input type="checkbox"/>	Permission Numbers	Inputting consent for students to enroll in "consent required" classes. <i>Limited to one person per department.</i>	Subject/Department(s):	
<input type="checkbox"/>	Copy Pathway access from another user	Indicate User's SSO:	Subject/Department(s):	
<input type="checkbox"/>	Other type of access	Describe:	Subject/Department(s):	

Return completed forms to the Registration & Records Office, room 115 of the Administrative Center, or fax to 816-235-5513.

Questions about your access? Contact:

Cognos: Andrew Draker, Manager of Data Warehousing and Reporting, x1435

DARS: Amy Cole, Associate Registrar, x1211

GRADE: Jakob Waterborg, Associate Professor, x2591

iPhD files: Quincy Bennett, Coordinator, Graduate Studies, x1559

Pathway: Amy Cole, Associate Registrar, x1211

WebNow: Doretta Kidd, Associate Director of Admissions, x1204

For Office Use Only: Date Received: _____	<input type="checkbox"/> FERPA verified
Cognos Access Requested: _____	Access Granted: _____
DARS Access Requested: _____	Access Granted: _____
GRADE Access Requested: _____	Access Granted: _____
iPhD file Access Requested: _____	Access Granted: _____
Pathway Access Requested: _____	Access Granted: _____
WebNow Access Requested: _____	Access Granted: _____
Notes:	