



# Student Records Access Request Form for UMKC employee

Purpose: To receive access to student records in the Pathway, Perceptive Content, Plan My Degree, 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](http://www.umkc.edu/registrar/records/ferpa-course.asp). **All fields below must be filled out.**

**Email completed forms to the Registration and Records Office at registrar@umkc.edu**

Name: \_\_\_\_\_ Single Sign-on: \_\_\_\_\_ EmplID: \_\_\_\_\_

Title: \_\_\_\_\_ FERPA Passed: Yes/No (circle one)

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: \_\_\_\_\_

New request     Additional request

Copy security of Current/Former Staff Member

Current Staff Members     Former Staff Member

Name: \_\_\_\_\_ Position: \_\_\_\_\_

SSO: \_\_\_\_\_ EmplID: \_\_\_\_\_

**\*Please explain why your job requires student access to data as well as what access you are requesting.**

\*Select the Academic Career(s) you need access to. Please check all that apply.

UGRD     GRAD     PHAR     MEDS     DENT     LAW

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

	<b>Role Name</b>	<b>What's Included?</b>	<b>Additional information needed</b>	<b>Approved/ Denied</b>
	Advisor Center	Comprehensive student records Pathway access to admissions, test scores, transfer credit, grades, majors, GPA, degrees, bio/demo data, holds etc. on individual students		
	Plan My Degree	Ability to run degree audits on individual students	Exceptions: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Perceptive Content	Ability to view scanned admission letters, student records, transcripts, test scores, etc.	<input type="checkbox"/> Read only (Advising) <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	
	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)	
	Service Indicator add/remove access	Ability to add, edit, and remove holds on individual students.	List Service Indicator(s):	
	Department Chair	Basic student record information and grade rosters for the department	Subject/Department(s):	
	Class Rosters	View entire class rosters for specific departments	Subject/Department(s):	
	Basic Student Inquiry	Catalog, class search, student names, addresses, phone numbers, directory information.		
	Learning Management	Ability to tell if a student is currently enrolled and see basic bio/demo information.		
	Permission Numbers	Inputting consent for students to enroll in "consent required" classes. <i>Limited to one person per department.</i>	Subject/Department(s):	
	Copy Pathway access from another user	Indicate User's name and SSO:	Subject/Department(s):	
	Other type of access	Describe:	Subject/Department(s):	