CUNYfirst
Fully Integrated Resources & Services Tool
Serving our Students, Faculty & Staff

CUNY*first* Campus Solutions User Access Request Form - Production

Please note: This form is required in order to request access to the CUNYfirst system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name: First Name: MI:

CUNYfirst (Empl ID) *:_____ Job Title: _____

☐ Full time ☐ Part time

If you are a student, please specify college: _____

☐ * Check here if you do NOT have a CUNY*first* User ID & if this is a NEW request for a CUNY*first* User ID (leave CUNYfirst User ID blank)

Business Unit / Campus: Dept / Office:

Work Phone: Ext: CUNY email address:

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from any CUNY*first* system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNY*first* system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: Date:

Action Requested (Check Only One): **Add Access** ☐ **Revise Existing Access** ☐ **Delete Access** ☐

Common Roles

Add	Delete		
☐	☐	CU_CSCS_Common	Assign to all CS users with the exception of Self-Service users.
☐	☐	CU_CSSS_Student_Srvcs_Center	Assign to administrative staff who need to view info about a student via Student Services Center
☐	☐	CU_CSSS_StudCenter_FinPages	Adds Financial Pages to Student Services Center.
☐	☐	CU_CSSR_CommonStudRecPagesView	Adds View Only access to common Student Record pages.
☐	☐	CU_CSSF_CommonSFPagesView	Adds View Only access to common Student Financial pages.
☐	☐	CU_CSCS_Student_Inquiry	Grants inquiry access to selected Student information.
☐	☐	CU_CSCS_Student_Inquiry_DOB	Allows users with the CU_CSCS_Student_Inquiry role to view full Date of Birth.
☐	☐	CU_CSCS_Student_Inquiry_SSN	Allows users with the CU_CSCS_Student_Inquiry role to view full Social Security Number.
☐	☐	CU_CSCS_Student_Inq_Cur_Term	Grants inquiry access to selected Student information in the current term and all future terms.
☐	☐	CU_Query_Run	Run and view queries using Query Viewer

SR - Faculty Workload Roles

Add	Delete		
☐	☐	CU_CSSR_Administer_Fac_Wkld	Add, u/d faculty assignment types and instructor assignment class.
☐	☐	CU_CSSR_Coord_Faculty_Workload	Access to run Instructor/Advisor reports; u/d Instructor/Advisor Table; u/d Instructor schedule
☐	☐	CU_CSSR_Faculty_Workload_Rpts	Access to Run Faculty Workload Reports
☐	☐	CU_CSSR_View_Faculty_Workload	Access to View Faculty Workload - View Only
☐	☐	CU_CSSR_Update_Instructr_Wrkld	Access to update Instructor Workload
☐	☐	CU_CSSR_Instructor_Advisor	Update/display the Instructor/Advisor Table

Self Service Roles

Add	Delete		
☐	☐	CU CS SS Advisor	Access to the student advisement center.
☐	☐	CU CS SS Instructor	Access to CS Instructor (Faculty) self-service

SR –Class Schedule / Course Catalog Roles

Add	Delete		
☐	☐	CU_CSSR_Administer_Crse_Catalg	Add,u/d,print course catalog; add, u/d enroll reqs; view enroll req summary; u/d class sched
☐	☐	CU_CSSR_Admin_Crse_Catalg_VIEW	Administer Course Catalog - View Only
☐	☐	CU_CSSR_View_Course_Cls_Setup	View Course / Class Setup; view enrollment requirements; u/d advising Student groups
☐	☐	CU_CSSR_Class_Schedule	Add, u/d combined sections; print class sched; add, u/d class sections, schedule new courses
☐	☐	CU_CSSR_Administer_Class_Sched	Add, u/d class sched; run class notes/exam code reports; add class notes, exam codes, and global notes tables.
☐	☐	CU_CSSR_Class_Maintainer	Create class waitlists, permissions and enrollment blocks; process mass enrollments
☐	☐	CU_CSAD_PreReq_View	View Only access to configured prerequisite rules
☐	☐	CU_CSSR_Roll_Curriculum_Forwrd	Roll Curriculum Forward
☐	☐	CU_CSSR_Administer_Term_Setup	Administer Term Setup, Term/Session and Academic Calendar
☐	☐	CU_CSSR_Combined_Sections	Update/display sections combined table

 NOTE: Shaded roles grant access to sensitive data. Caution should be used when assigning to users.

SR - Enrollment

Add	Delete		
☐	☐	CU_CSSR_Enroll_Appt_Maintainer	Assign to staff responsible for maintaining student enrollment appointments.
☐	☐	CU_CSSR_Enroll_Stdnt_Maintain	Access to Quick Enroll students.
☐	☐	CU_CSSR_Quick_Admit	Access to Quick Admit Students for SR Staff.
☐	☐	CU_CSSR_Enrollmnt_Reqst_Viewer	Display enroll requests (update if SACR allows). Run and print enrollment verifications.
☐	☐	CU_CSSR_Enrollmnt_Requirements	Add, u/d enrollment reqs, pre-requisite and co-requisite courses.

SR – Student Records Roles

Add	Delete		
☐	☐	CU_CSCS_FERPA_Display	Assign to staff responsible for updating FERPA restrictions for an individual.
☐	☐	CU_CSSR_Acad_Advisor_Maintain	U/d and CORRECTION to Student Advisor where advisor(s) are assigned to a student.
☐	☐	CU_CSSR_Administer_Grades	Post grades; run grade lapse process, missing immun.; Grade assignment process
☐	☐	CU_CSSR_Administer_NSC	Assign to staff responsible for exchanging info with the National Student Clearinghouse.
☐	☐	CU_CSSR_Administer_Roster	Add, u/d grade rosters, class rosters; generate attendance rosters
☐	☐	CU_CSSR_Base_Student_Records	Assign to all Student Records users.
☐	☐	CU_CSSR_Block_Enroll_Maintaine	This role should be assigned to people who will manage and maintain block enrollments.
☐	☐	CU_CSSR_Class_Permission	Assign to department chairs and and administrave staff responsible for assignment of class permissions.
☐	☐	CU_CSSR_Crs_Catalog_Maintainer	Assign to staff that are responsible for maintaining course catalog.
☐	☐	CU_CSSR_Dept_Class_Roster	Access Class Rosters that fall under user's Academic Organization as assigned in SACR
☐	☐	CU_CSSR_Dept_Grade_Roster	Access Grade Rosters that fall under user's Academic Organization as assigned in SACR
☐	☐	CU_CSSR_EndTrm_Act_Maintainer	Assign to staff who are responsible for processing and maintaining end of term activities.
☐	☐	CU_CSSR_Grade_Maintainer	Assign to staff who are responsible for maintaining student grades.
☐	☐	CU_CSSR_Grade_Reports	Run and display Grade Reports
☐	☐	CU_CSSR_Grade_Roster_View	Assign to staff responsible for maintaining student milestones.
☐	☐	CU_CSSR_Graduation_Maintainer	Assign to staff responsible for processing and maintaining graduation activities.
☐	☐	CU_CSSR_Health_Services	Health Services Reports
☐	☐	CU_CSSR_LAWSCHOOL_BLINDGRADING	Administrative component that assists users in verifying and validating exam numbers for all law students
☐	☐	CU_CSSR_Milestone_Maintainer	Assign to staff responsible for maintaining student milestones.
☐	☐	CU_CSSR_ProgPlan_Maintain_CORR	Program Plan Maintainer - CORRECTION
☐	☐	CU_CSSR_ProgPlan_Maintainer	Program Plan Maintainer
☐	☐	CU_CSSR_ProgPlan_Maintainer_VW	Program Plan Maintainer – View Only
☐	☐	CU_CSSR_Stdnt_Grp_Maintainer	Maint Groups; Add, u/d programs, plans, subplans, attributes, degrees, careers. u/d/CORR Advisor information; u/d person communication, checklists, comments.
☐	☐	CU_CSSR_Term_Activate_Maintain	Assign to staff responsible for maintaining term activation for students.
☐	☐	CU_CSSR_Term_Withdrawal	Assign to staff who will be executing the term withdrawal processes.
☐	☐	CU_CSSR_Textbook_Data_Entry	Textbook Data Entry
☐	☐	CU_CSSR_Transcript_Maintainer	Add, u/d batch transcript requests; u/d existing requests; u/d transcript text (non-term specific); run transcript report purge process.
☐	☐	CU_CSSR_Transfer_Credit	Assign to staff that are responsible for updating transfer credit data and processes.
☐	☐	CU_CSSR_Transfer_Credit_Maint	Assign to staff responsible for configuring transfer credit rules.
☐	☐	CU_CSSR_Undo_SF_Enrl_Cancel	Allows access to run a process that Undoes Enrollment Cancellations

Campus Community (Shared Data) Roles

Add	Delete		
☐	☐	CU_CSCC_Administer_Immuniz	Assign to staff responsible for maintaining the Immunization Table.
☐	☐	CU_CSCC_Barcode_Vendor	Assign to staff responsible for creating data extracts provided to barcode vendors.
☐	☐	CU_CSCC_Citizenship_Data	U/d Citizenship and Passport data for an individual student
☐	☐	CU_CSCC_Disability_User	Assign to staff requiring access to CS disability data.
☐	☐	CU_CSCC_Disability_User_VIEW	View Only acces to CS disability data.
☐	☐	CU_CSCC_Immunizations	Assign to staff responsible for updating immunization data for students.
☐	☐	CU_CSCC_Student_Health_Update	Assign to staff that update immunization, and health test data for students.
☐	☐	CU_CSCC_Student_Health_View	View immunization, accommodation, and health test data
☐	☐	CU_CSCC_POI_Health_Update	Update Personal Information Health data (not only Students)
☐	☐	CU_CSCC_POI_Health_View	View Personal Information Health data (not only Students)
☐	☐	CU_CSCC_POI_Personal_Info	Update Personal Information for any person in the CS database (not only Students)
☐	☐	CU_CSCC_POI_Personal_Info_VW	Personal Information for any person in the CS database - Display Only (not only Students)
☐	☐	CU_CSCC_POI_PersonInfo_Corr	Assign to staff that require CORRECTION access to Personal Info for any person.(not only Students)
☐	☐	CU_CSCC_POI_Update	Add/Update a Person access for any person in the CS database (not only Students)
☐	☐	CU_CSCC_POI_View	Add/Update a Person access for any person in the CS database - Display Only (not only Students)
☐	☐	CU_CSCC_Srvc_Indc_Maintainer	Assign to staff who maintain service indicators and run mass assign processes.
☐	☐	CU_CSCC_SEVIS_F-VISA	Intended for users who are responsible for maintaining F VISA information.
☐	☐	CU_CSCC_SEVIS_J-VISA	Intended for users who are responsible for maintaining J VISA information.
☐	☐	CU_CSCC_Student_Personal_Info	Assign to staff that require UPDATE access to Personal Information for any STUDENT (no job record).
☐	☐	CU_CSCC_Stud_Person_Info_Corr	Assign to staff that require CORRECT HISTORY UPDATE access to Personal Information for any STUDENT (no job record).
☐	☐	CU_CSCC_Stud_Person_Info_VW	Assign to staff that require DISPLAY ONLY access to Personal Information for any STUDENT (no job record)
☐	☐	CU_CSCC_Student_Update	Add/Update a Person's Bio Data for any STUDENT (no job record) in the CS database
☐	☐	CU_CSCC_Student_View	View a Person's Bio Data for any STUDENT (no job record) in the CS database - Display Only
☐	☐	CU_CSCC_Veteran_Rep	This role is intended for users who are responsible for updating and viewing Veterans Affairs data.
☐	☐	CU_CSCC_Person_Comments	Add 3C Person Comments.
☐	☐	CU_CSCC_3C_Checklists	3C Checklist – base access
☐	☐	CU_CSCC_3C_Checklists_Run	3c Checklist Mass Assign / Run
☐	☐	CU_CSCC_3C_Comments	3C Comments – base access
☐	☐	CU_CSCC_3C_Comments_Run	3c Comments Mass Assign / Run
☐	☐	CU_CSCC_3C_Communications	3C Communications – base access
☐	☐	CU_CSCC_3C_Communication_Run	3c Communication Mass Assign / Run
☐	☐	CU_CSCC_3C_Setup_Conf_View	View access to all setup and configuration values for 3C
☐	☐	CU_CSCC_3C_Setup_Conf_Campus	Maintain Campus allowed setup and configuration values for 3C
☐	☐	CU_CSCC_STUD_ATHL_INFO	Role for Athletics Directors to maintain Athletics information for students.

NOTE: Shaded roles grant access to sensitive data. Caution should be used when assigning to users.

Student Financials (Bursar) Roles

Add	Delete		
☐	☐	CU_CSSF_Base_Student_Financial	This role should be assigned to all Student Financials users.
☐	☐	CU_CSSF_Administer_Cashiering	Assign to users who administer cashiering functions.
☐	☐	CU_CSSF_Cancellation	Assign to SF Cancellation users.
☐	☐	CU_CSSF_Cashiering	Assign to users who perform cashiering functions.
☐	☐	CU_CSSF_Collections	Assign to users who perform collections functions.
☐	☐	CU_CSSF_Conversion	SF Conversion
☐	☐	CU_CSSF_County_Chargeback	Assign to users that are responsible for processing county chargeback.
☐	☐	CU_CSSF_Corporate_Bills	Assign to users who perform corporate billing functions.
☐	☐	CU_CSSF_Enrollment_Deposit	Assign to users who perform enrollment deposit functions.
☐	☐	CU_CSSF_ePayment_Reconcil	Assign to users who perform e-payment reconciliation.
☐	☐	CU_CSSF_Refunding	Assign to users who perform refunding functions.
☐	☐	CU_CSSF_Sallie_Susp	Assign to users responsible for processing Sallie Mae inbound files and processes.
☐	☐	CU_CSSF_Stud_Acct_Stmt_Rpt	Student Account Statement Report
☐	☐	CU_CSSF_Stud_Recv_Rpt	Student Financials Student Receivables Report
☐	☐	CU_CSSF_Student_Bills	Assigned to staff that that perform student billing functions.
☐	☐	CU_CSSF_Summary_Of_Grants	Student Financials Summary of Grants
☐	☐	CU_CSSF_Third_Party	Assigned to staff that perform third party billing functions.
☐	☐	CU_CSSF_Tuition_Calc_Rpt	Assigned to staff responsible for processing tuition calculation verification reports.
☐	☐	CU_SF_1098T_Reviewer	1098 Reviewer
☐	☐	CU_SF_1098T_Editor	1098 Editor
☐	☐	CU_CSSF_Campus_Dir_Deposit_Adm	Assign to users to add and update student bank account information and direct deposit elections
☐	☐	CU_CSSF_Direct_Depost_View	Grants view access to student bank account information and direct deposit elections
☐	☐	CU_CSSF_Refund_AP_Vchr_Review	Access to review Student Refund AP Vouchers
☐	☐	CU_CSSF_Disbrsmnt_Rfnd_Inbound	SF Disbursements and Refunds Inbound Interface

Reports

Add	Delete		
☐	☐	CU_CSAD_ALL	Admissions Users - All Reports
☐	☐	CU_CSAD_ONLY	Admissions Reports
☐	☐	CU_CSSF_ALL	Student Financials Users - All Reports
☐	☐	CU_CSSF_ONLY	Student Financials Reports
☐	☐	CU_CSSR_ALL	Student Records Users - All Reports
☐	☐	CU_CSSR_LTD	Limited Records Financials Reports
☐	☐	CU_CSSR_ONLY	Student Records Reports
☐	☐	CU_CSFA_ONLY	Financial Aid Reports
☐	☐	CU_CSSI_ONLY	Service Indicator Reports

Financial Aid Roles

Add	Delete		
☐	☐	CU_CSFA_PELL_Campus_Coord	Assign to Campus Pell Coordinator
☐	☐	CU_CSFA_PELL_PAYMENT_REPORTING	Access to PELL Payment Reporting pages
☐	☐	CU_CSFA_Anticipatd_Aid_Inbound	FA Anticipated Aid Inbound Interface
☐	☐	CU_CSFA_Process_Auth_Disb	Access to manual and batch pages for Authorize and Disburse Aid.
☐	☐	CU_CSFA_R2T4	Access to the Return to Title IV (R2T4) worksheets and reports..
☐	☐	CU_CSFA_Package_Aid	Access to all aspects of packaging Financial Aid.
☐	☐	CU_CSFA_Process_Loans	Access to all facets of Financial Aid Loan functionality.
☐	☐	CU_CSFA_Manage_ISIRs	Access to process and correct ISIR data, including ISIR reports, suspense management, etc.
☐	☐	CU_CSFA_Dept_Awards	Assign to people in OTHER offices who need to post specific awards to Financial Aid.
☐	☐	CU_CSFA_Maintain_Budgets	Access to create and maintain student budgets manually.
☐	☐	CU_CSFA_Maintain_FA_Term	Access to Add, Update, Change FA Term records manually.
☐	☐	CU_CSFA_Award_Override	Manually award students with Professional Judgement - overrides ALL Financial Aid rules.
☐	☐	CU_CSFA_SAP_INQUIRY	Satisfactory Academic Progress Inquiry
☐	☐	CU_CSFA_Maintain_SAP	Access to SAP functions for schools after they have gone live with CUNYfirst Financial Aid.
☐	☐	CU_CSFA_Maintain_SAP_CORR	CORRECT history access to SAP functions for schools after they have gone live with CUNYfirst Financial Aid.
☐	☐	CU_CSFA_View_Financial_Aid	View Only access to most pages in the Financial Aid area.
☐	☐	CU_CSFA_APTS	FA APTS Disbursements.
☐	☐	CU_CSFA_APTS_Intfc	FA APTS Interface
☐	☐	CU_CSFA_Anticipated_Aid_Report	FA Anticipated Aid Report
☐	☐	CU_CSFA_Award_Override	Access for staff who are responsible for processing FA interfaces.
☐	☐	CU_CSFA_Base_Financial_Aid	Assign role to Financial Aid users
☐	☐	CU_CSFA_SAP_SETUP	Access to SAP Setup
☐	☐	CU_CSFA_Setup_and_Config	Access to maintain Financial Aid setup and configuration pages.
☐	☐	CU_CSFA_Setup_and_Config_VW	View access to maintain Financial Aid setup and configuration pages
☐	☐	CU_CSFA_TAP	FA TAP Disbursements Interface

Admissions Office Roles

Add	Delete		
☐	☐	CU_CSAD_Add_Applicant	Assign to staff that are responsible for adding applications.
☐	☐	CU_CSAD_Administer_Admissions	Assign to staff responsible for administering admissions and running admissions processes.
☐	☐	CU_CSAD_Maintain_Applications	Assign to staff responsible for adding, updating and correcting applications for admission
☐	☐	CU_CSAD_Mass_Change	Assign to staff responsible for running Admissions batch processes.
☐	☐	CU_CSAD_Transfer_Credit	Assign to staff that are responsible for updating transfer credit data and processes.
☐	☐	CU_CSAD_Test_Score_Maintain	Assign to staff that are responsible for updating academic test data for a student
☐	☐	CU_CSSR_Create_Maintain_Org_VW	View access to External Organizations

NOTE: Shaded roles grant access to sensitive data. Caution should be used when assigning to users.

Student Admin Configuration

Add	Delete		
☐	☐	CU_CSSF_Administer_Student_Fin	This high-level SF role should be assigned to users who manage SF processes.
☐	☐	CU_CSSF_Setup_and_Config	Student Financials Setup and Config
☐	☐	CU_CSSR_ACAD_Config_Display	Display Only - Academic Structure - Central Configuration (includes programs, plans, subplans, careers, etc).
☐	☐	CU_CSSR_ACAD_Config_Display_SA	Display only access to Install Student Administration page.
☐	☐	CU_CSSR_ACAD_Config_Instit_Tbl	Update Institution Table (High level access)
☐	☐	CU_CSSR_ACAD_Config_Instl_SA	Update access to Install Student Admin page. To be granted very selectively.
☐	☐	CU_CSSR_ACAD_Config_Reports	Assign to staff who run SR Academic Structure Configuration Reports
☐	☐	CU_CSSR_ACAD_Config_Rpt_Cds	Central office acces ONLY to HEGIS, CIP, and Field of Study table access
☐	☐	CU_CSSR_ACAD_Config_Rpt_Cds_DO	Display only of HEGIS, CIP, and Field of Study tables
☐	☐	CU_CSSR_ACAD_Conversion	Crosswalk of legacy data - for conversion only!
☐	☐	CU_CSSR_ACAD_Installation_DO	View access to Install Student Admin page.
☐	☐	CU_CSSR_Setup_and_Config	Assign to staff responsible for maintaining Student Records setup and configuration values.
☐	☐	CU_CSSR_Setup_and_Config_Rpts	Assign to staff that have a need to run Student Records setup reports.
☐	☐	CU_CSSR_View_Setup_and_Config	Assign to staff that have a need to view Student Records setup and configuration values.

Interfaces

Add	Delete		
☐	☐	CU_CSSR_ACAD_ASTA_INTFC	CUNY ASTA Interface
☐	☐	CU_CSSR_ACAD_CAS_INTFC	CUNY CAS Interface
☐	☐	CU_CSSR_Faculty_Workload_Intfc	Faculty Workload Interface Processor
☐	☐	CU_CSSR_Faculty_Workload_IR	Assign to staff in Institutional Research who are responsible for running the CUNYfirst-to-IR interface for Faculty Workload processes.
☐	☐	CU_CSSR_Faculty_Wrk_Intfc_I537	Assign to staff that will be running the I537 Faculty Workload Interface.

CUNY CEMLI Roles

Add	Delete		
☐	☐	CU_CSCPSR_DeansList_Admin	
☐	☐	CU_CSCPSR_DeansList_Setup_Adm	
☐	☐	CU_CSCPSR_DEGREEWORKS_CAMPUSAD	
☐	☐	CU_CSCPSR_DEGREEWORKS_CUNYVIEW	
☐	☐	CU_CSCPSR_Tech_System_Config	

NOTE: Shaded roles grant access to sensitive data. Caution should be used when assigning to users.

CUNYfirst Campus Solutions User Access Request Form

EMPLOYEE:	
Last Name:	First Name:

Primary Permission List and Row Level Security is Required.

User's Primary Permission List	Users Row Level Security

*** Data Permissions (SACR) Security ***

Secure Student Administration

Copy Data Permissions (SACR) from EMPLID: _____

Security Type	Value
Academic Institution List the academic institution(s) that the user can access.	_____
Institution / Campus	MAIN
Institution / Career List the career(s) the user can access. (UGRD, GRAD, DOCT etc)	_____
Academic Program List the academic program(s) that the user can access Or assign ALL.	☐All or ☐Specific _____
Academic Plan List the academic plan(s) that the user can access Or assign ALL.	☐All or ☐Specific _____
Academic Org List the academic Organization(s) that the user can access.	_____
Admissions Action List the Admission Action(s) the user is allowed access Or assign ALL.	☐All or ☐Specific _____
Program Action List the Program Action(s) the user is allowed to access Or assign ALL.	☐All or ☐Specific _____
Application Center List the application center(s) the user is allowed to access, Or assign ALL.	☐All or ☐Specific _____
Recruiting Center Set specific application center to User ID, Or assign ALL.	☐All or ☐Specific _____
3C Group List the 3C Group(s) the user is allowed to access. (List 3C Group) (Inquiry / Update / Delete)	_____
Enrollment Access ID List the Enrollment Access ID the user is allowed access to.	_____
Student Group Determines access to student groups. (list groups and Inquire / Update)	_____
Service Indicators Determines access to service Indicators (list codes and reasons) (Place / Release)	_____
Transcript Report Determines the transcript types users have security access to.	☐ALL or ☐ADVMT ☐OFFIC ☐REG1 ☐REG2 ☐STDNT ☐UNOFF ☐XFERI ☐UAPC ☐Other _____

Test ID Security Determines access to test scores.	☐All or ☐Specific _____
Graduation Status Determines access to test scores.	☐All or ☐Specific _____

Secure Student Financials

Security Type	Value
Business Unit	_____
Cashier's Office (Bursar only)	_____
SetID	_____
Institution Set	_____

SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)

Managerial Request:	
Business Unit / Campus:	Department / Office:
Last Name, Requesting Supervisor:	First Name:
Signature, Requesting Supervisor:	Date:

Business Owner / Student Records:	
Last Name:	First Name:
Signature:	Date:

Business Owner / Student Financials Approval:	
Last Name:	First Name:
Signature:	Date:

Business Owner / Financial Aid Approval:	
Last Name:	First Name:
Signature:	Date: