

Access Request Form for Administrative Systems

Name:			Type of Access Requested:
WID:			<input type="checkbox"/> New
Job Title:			<input type="checkbox"/> Change
Job Status (Circle One):	Faculty	Staff	Student
Office Phone:			
Department:			
K-State eID:			

Please print this form, read the following, sign and date the form, then give it to your supervisor to indicate the access needed.

System Security: I understand that security dictates I do not allow any other person to know or use my password, and that should it become known and used by someone other than me I will change my password. Further, I understand that should I allow another person to use my userid and password I will be discontinued as a registered terminal operator.

FERPA Law: You are expected to comply with federal law (FERPA 1974) regarding the privacy of student information. Your responsibilities are defined in K-State's Student Records Policy which can be found at http://www.k-state.edu/registrar/a_r/#STUREC. Any questions about this policy should be directed to the Registrar's Office at 532-6254.

Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____
Print Name Signature

Dept. Head Signature: _____ Date: _____
Print Name Signature

Request Access to System(s)

If Update selected, explain:

Circle **I** for Inquiry, **U** for Update, or check for Access-DARS only):

SIS/ADM - Student Information System--Undergraduate Admissions

SIS/REG - Student Information System--Student Records

WID - Wildcat ID look-up

BRS - Billing Receivables System

SFA - Student Financial Aid System

OTHER - _____ (Specify)

DARS - Degree Audit Report System (Client version, Dean's Office Only)

Send Completed form to:
Security Administration
 iTAC 214 Hale Library
 Kansas State University

If you have any questions regarding completion of this form, please contact the IT Helpdesk at 532-7722.