Applicant Information & Authorization Form

Use this form to apply for new SPIRE for Staff/Advisor access or to request changes to your current access. SPIRE for Staff/Advisor provides access to student and/or applicant information. Your current job responsibilities determine the type of access you will receive.

Do NOT use this form to request access for:

A. **The Human Resources or Financials systems (E*mpac).** To request access to E*mpac, contact the Administration & Finance Systems Office (545-2119).

B. **SPIRE for Students**. Students receive access automatically. No request form is necessary.

C. **SPIRE for Instructors.** Instructors receive access automatically once Scheduling associates their ID with a class section. No request form is necessary for generic Instructor access. Those who seek Advisor access **do** need to complete this form.

Instructions for Applicants:

1. Complete **Section 1** in ink. **Your original signature is required**.

2. In consultation with your direct supervisor, complete **Section 2**.

3. If requesting access to student financials, financial aid, admissions, or housing data, complete **Section 3** in consultation with your direct supervisor.

   Important: Access to SPIRE data is tied strictly to your job responsibilities. Describe in detail the access that you need and why.

4. Read and sign **Section 4**.

5. Your department head must complete **Section 5** of this form in ink. **An original signature is required**.

6. **Mail or deliver** this form to Access *Requests, SPIRE Training & Support, A249 Lederle LGRC Lowrise.*
   Because we are required to have the original signatures, we cannot accept faxed forms.

7. *Please **allow 2 weeks** for processing.* The Registrar's Office will contact you if your request is denied. If your request is approved, you will receive an invitation for the appropriate training. You must complete the training in order to activate your access.

Required fields indicated in **bold**. Please print clearly

Section 1: Applicant Information

Full Name (Last, First, Middle Initial):	**Date of Request**:
SPIRE ID (8-digit Campus ID shown on your paystub):	**Date of Birth**:

Work Address:	**Work Phone Number**:
Email Address:	**Job Title** (state & working titles, if different):
Department Name (no abbreviations, please):	**Supervisor's Name:**

General Description of Job Duties that Require Access to Student or Applicant Data:

Do you currently have or have you had access to SPIRE as an instructor, advisor, staff employee, or student employee?

θ No   θ Yes   If yes, what is/was your UserID? _____

What is prompting this access request?	If you are seeking similar access to that of your **predecessor** or a **current coworker**, please provide that person's full name:
θ I'm a new hire to the campus θ I've just been hired into a different department θ My job responsibilities within the department are changing θ Other:	

Which SPIRE modules do you seek to access? Please indicate which SPIRE modules you need to access to do your job. **You must provide additional details** for these requests in **Section 2** (for Student Academic &/or Biographic Records) and/or in **Section 3** (for all other modules).

θ Student Academic &/or Biographic Records   θ Student Financials/Accounts

θ Undergraduate Admissions   θ Graduate Admissions   θ Financial Aid   θ Housing

Section 2: Specifics of Access Request for **Student Academic &/or Biographic Records**

To fulfill my job responsibilities, I need to be able (check all that apply):

Student Bio/Demo

_____ to see publicly releasable **student directory information** (name, mailing and permanent address, local and permanent phone, email address, date and place of birth dates of attendance, major, degrees & certificates awarded, honors, athletic affiliation).

_____ to see **other student biographic/demographic** data (specify). _____

Academic Records

_____ to see students' **attendance history**, such as terms enrolled, withdrawals and readmission.

_____ to see students' **class schedules**.

_____ to see students' **academic records** (e.g., grades, GPA, academic standing, major declaration history, student advisor, registration appointments, placement/entrance test results).

_____ to see **graduate students' milestones & committee** data (e.g., tracking graduate students' progress in detail**)**. If so, for students in which academic programs (specify):
_____ _____ _____ _____

_____ to perform **Academic Deans' functions** (e.g., allow credit limit overrides, monitor students' incompletes, view/update comments, etc). Important: you must work in an Undergraduate Academic Deans' Office to receive this access. If so, what kind of Comments access (circle):
              View Comments   Update/Enter Comments

_____ to **assign advisors to students**. If so, for which department(s) (specify): _____ _____

Student Advising/Enrollment

_____ to serve as an **Academic Advisor** to students, necessitating access to academic and contact info.

_____ to access the Undergraduate **Academic Requirements Report (ARR)**, "What-If" advisement reports, unofficial **transcripts**, or **transfer evaluation reports** for undergrad students. If so, which reports (circle all that apply):
              Academic Requirements/ARR   What-Ifs   Unofficial Transcript   Transfer Evaluation Report

_____ to **process enrollment overrides** for one or more departments' classes (e.g., add/drop students to/from classes, override prerequisites, change students' waitlist priority, and enter student-specific permissions)?. If so, for which exact Subject code(s) (specify, e.g., ECON for Economics):
_____ _____ _____ _____

Student Advising/Enrollment (continued)

_____ to **place and/or release service indicators** (enrollment/registration holds). If so, for which kinds of service indicators (indicate place/release for all that apply):

- ADVAN (advising needed by major advisor/dept) .... θ place   θ release
- RAC (Registration Approval)   .... θ release only
- ADVCA (credit alert)... … .... θ release only
- ACAD (advising needed by academic dean) .... θ place   θ release
- ACDTN (10-semester approval needed by academic dean) .... θ release only
- Other reason (please also specify P(place) or R (release):_____

Academic Department Administration

_____ to access **queries** for summary information about course enrollments and department undergraduate majors' student data.

_____ to print **batch transcripts** for groups of department majors.

_____ to view data related to my role as my department's **Scheduling Representative**.

Section 3: Specifics for Access Request for **Student Financials/Accounts**, **Financial Aid**, **Undergraduate Admissions**, **Graduate Admissions**, and/or **Housing** module data:

Do your job duties require you to have access to any of the above modules?

    θ Yes   θ No   If yes, please described fully what you need to access and why. Please consult with your immediate supervisor to ensure that your description is accurate and complete.

_____

_____

_____

_____

Section 4: Applicant Affirmation & Signature:

Affirmation - please read:
By signing this form, I affirm the accuracy of the information provided above, and I certify that I will complete all training requirements for the systems and data to which I am requesting access.

Applicant Signature:	Date Signed:

Section 5: Department Head Authorization (All fields required!):

Photocopied, faxed or stamped signatures are not allowed. In lieu of the department head's signature, the signature of the person to whom s/he reports will be accepted. Other signatures cannot suffice and can not be accepted.

Authorization - please read:
By signing this form, I affirm that I have reviewed the applicant information above and the attachments indicated above and find them to be accurate and complete. I am also confirming that access to the systems/data requested is required to meet the applicant's job responsibilities.

Department Head (or authorized substitute) Signature:		Date Signed:	
Print Name:	Email Address:		Phone Number:

Name	Date Request Received by OIT
	θ Entered into the Training Records Database

Modules Requested	Date Attachments Routed to Steward(s):
θ SR θ SF θ Ugrd AD θ Grad AD θ Fin Aid θ Housing	

SPIRE EmplID:	Assigned User ID:	UserID Assigned by:	Date UserID Assigned:

SR SPIRE Roles Approved, if any: _____ *By:*_____

Other Modules' SPIRE Roles Approved, if any:
_____ **By:** _____

Application Security Approved:

 Inst & Career θ UMAMH θ UGRD θ GRAD θ ND θ NC   θ Acad Orgs _____

θ Program   _____   θ Service Indicators _____

θ Plan _____   θ Enrollment Access Group _____

Transcript Types θ UTOF θ AAR θ WHIF   θ 3C Security _____
       θ URTR θ ATUN

Application security specifics for other modules:
_____

App Security completed & OIT notified by:	Date Access Approved & App Security added:

Date user classes added/modified:	By OIT security maintainer:

Comments:

User Notified: θ via phone θ via voicemail θ via email θ in person θ left message with coworker/etc θ _____	Date Notified:

SPIRE Access Approval   Date: _____

☐ SPIRE Super Lite	R_CC_BAS_superlite_01
☐ SPIRE Lite	R_CC_BAS_lite_01
☐ Spire A Academic Records ▪ Transcript Y N	R_SR_BAS_ACADDEPT_01
☐ SPIRE B Enrollments	R_SR_CMB_ENRLOVR_01
☐ Graduate Milestones & Committees	R_SR_BAS_ACADDEPTGR_01
☐ Dept Rep Data Entry	R_SR_ADVISRUPD_01
☐ SPIRE for Drop-in Advisor	R_SR_BAS_ADVISR_DROPIN_01
☐ Academic Requirements Report	R_SSCAAR1
☐ Academic Dean's Add-On	R_SR_CMB_ACADDEAN_01
☐ SPIRE for Staff Queries	R_RQRY008
☐ Access **not** approved	