

# Request for Access to Student Academic and Financial Records

## Personnel needing access to student records:

Name \_\_\_\_\_ OU Net ID (4+4) \_\_\_\_\_ Sooner ID \_\_\_\_\_ Email address \_\_\_\_\_  
Title \_\_\_\_\_ Department \_\_\_\_\_ Office phone number \_\_\_\_\_ Date \_\_\_\_\_

Requesting same level of access as previous employee?

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, previous employee name: \_\_\_\_\_

Previous employee OU Net ID (4+4) \_\_\_\_\_

Requesting same level of access as existing employee?

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, existing employee name? \_\_\_\_\_

Existing employee OU Net ID (4+4) \_\_\_\_\_

If this is not a replacement for a previous employee or a request for the same level of access as an existing employee, indicate below what access is requested.

## Job functions requiring access to student ACADEMIC records (check all that apply):

### Faculty instructor

\_\_\_\_\_ view class rosters (Faculty Schedule, The Book)

\_\_\_\_\_ issue course overrides (The Book)

Dept \_\_\_\_\_ Course \_\_\_\_\_ Sec \_\_\_\_\_

\_\_\_\_\_ enroll and add/drop students

\_\_\_\_\_ submit grades (Faculty Grade Assignment)

### Faculty instructor and advisor

\_\_\_\_\_ view student status, registrations, contact information  
(Look up students..., The Big Page)

\_\_\_\_\_ view class rosters (Faculty Schedule, The Book)

\_\_\_\_\_ clear advisement indicators (Look up students...)

\_\_\_\_\_ issue course overrides (The Book)

Dept \_\_\_\_\_ Course \_\_\_\_\_ Sec \_\_\_\_\_

\_\_\_\_\_ enroll and add/drop students

\_\_\_\_\_ submit grades (Faculty Grade Assignment)

\_\_\_\_\_ view student academic transcripts (Advisor Tools channel)

### Academic Advisor

\_\_\_\_\_ view student status, registrations, contact information  
(Look up students..., The Big Page)

\_\_\_\_\_ view class rosters (The Book)

\_\_\_\_\_ clear advisement indicators (Look up students...)

\_\_\_\_\_ issue course overrides (The Book)

Dept \_\_\_\_\_ Course \_\_\_\_\_ Sec \_\_\_\_\_

\_\_\_\_\_ enroll and add/drop students

\_\_\_\_\_ view student academic transcripts (Advisor Tools channel)

### Departmental Staff

\_\_\_\_\_ view student status, registrations, contact information to support  
instructors/advisors, determine eligibility for  
programs/scholarships (Look up students..., The Big Page)

\_\_\_\_\_ view class rosters (The Book)

\_\_\_\_\_ clear advisement indicators as delegated by instructors and  
advisors (Look up students...)

\_\_\_\_\_ issue course overrides as delegated by instructors and advisors  
(The Book)

Dept \_\_\_\_\_ Course \_\_\_\_\_ Sec \_\_\_\_\_

\_\_\_\_\_ enroll and add/drop students

\_\_\_\_\_ view student academic transcripts to support advisors, determine  
eligibility for programs/scholarships (Advisor Tools channel)

## Job functions requiring access to student FINANCIAL records (check all that apply):

### Bursar

\_\_\_\_\_ view student bursar account charges to administer  
scholarships/aid, account balances

\_\_\_\_\_ enter student bursar account charges

### Financial Aid

\_\_\_\_\_ view student scholarship/financial aid information to  
administer scholarship/aid programs

## Access to internal administrative functions – access to INB is limited to administrative offices

\_\_\_\_\_ Requesting access to specific Recruitment administrative class  
(INB) to perform these job functions:

\_\_\_\_\_

\_\_\_\_\_ Requesting access to specific Admissions administrative class  
(INB) to perform these job functions:

\_\_\_\_\_

\_\_\_\_\_ Requesting access to specific Registration administrative class  
(INB) to perform these job functions:

\_\_\_\_\_

\_\_\_\_\_ Requesting access to specific Academic Records  
administrative class (INB) to perform these job functions:

\_\_\_\_\_

\_\_\_\_\_ Requesting access to specific Bursar administrative class  
(INB) to perform these job functions:

\_\_\_\_\_

\_\_\_\_\_ Requesting access to specific Financial Aid administrative  
class (INB) to perform these job functions:

\_\_\_\_\_

Department Approval: \_\_\_\_\_

Department Chair/Director

Date

Norman main campus and OU-Tulsa departments - Submit form to Jean Ware, Admissions & Records, Buchanan Hall room 328, fax 405-325-7047

OU Outreach Liberal Studies, Advanced Programs, Outreach Flex and Center for Independent and Distance Learning – Submit form to Carol Hoadley, OU Outreach Registration and Records, ADMN, 1700 Asp Avenue, fax 405-325-7273

# APPROVALS

## Main Campus Admissions & Records Approval

Approval for personnel to have same access as existing employee  yes  no

Approval for personnel to have same access as previous employee  yes  no

If no or not specified, give access to INB class(es): \_\_\_\_\_

\_\_\_\_\_

Office of Admissions & Records Date

Registration approval for course overrides and enroll and add/drop student

Registration Date

## Recruitment Services Access Approval

Approval for personnel to have same access as existing employee  yes  no

Approval for personnel to have same access as previous employee  yes  no

If no or not specified, give access to INB class(es): \_\_\_\_\_

Recruitment Services Date

## Bursar Access Approval

Approval for personnel to have same access as existing employee  yes  no

Approval for personnel to have same access as previous employee  yes  no

If no or not specified, give access to INB class(es): \_\_\_\_\_

Office of the Bursar Date

## Financial Aid Access Approval

Approval for personnel to have same access as existing employee  yes  no

Approval for personnel to have same access as previous employee  yes  no

If no or not specified, give access to INB class(es): \_\_\_\_\_

Office of Financial Aid Date

## Security Access

SSB:  
Date: \_\_\_\_\_

SIAINST: \_\_\_\_\_

SPAIDEN: \_\_\_\_\_

Security Administrator: \_\_\_\_\_

INB:  
Date: \_\_\_\_\_

Classes assigned: \_\_\_\_\_

Security Administrator: \_\_\_\_\_