

# UHD DocuWare Access Approval Form

Date

## Approval requested for:

Employee name

Extension

Department

Employee's Direct Supervisor Name

Extension

Form Completed by (*Client*)

### Request Type:

New Account

Modify access to existing account

### Employee Type:

Faculty

Staff

Student Worker

### Database Access: (*select one*)

Student Records

Financial Aid

Employment Services

Student Accounting

Information Technology

**Document Types:** Request needed access by listing the documents, role name(s), or person with same access, e.g. Transcripts, ADVISOR, or "same access as Joe Smith." Select access type: View Access or Edit Access.

View

Edit

View

Edit

View

Edit

View

Edit

View

Edit

Specify the reason access is required and provide additional comments as needed:

**Employee must sign after reading the statement below:**

By signing this form, I understand that by virtue of employment with the University of Houston-Downtown (or acting as an agent of the University), I may have access to records that contain individually identifiable information, the disclosure of which without student consent, is prohibited by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA).

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure of this information and any breach of confidentiality or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, violates policy of the University and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I certify that I am aware of UH-Downtown/PS 03.A.22 which outlines the policy on the release of student records. I am also aware of the items UHD considers Directory Information under FERPA which can be found online in the UHD Catalog, UHD Student Handbook, and UHD Registration & Information Bulletin.

Employee Signature

Date

Department Head Signature

Date

The database access requested determines whose approval must be obtained. The information listed in this section can be used to identify data ownership.

<b>DATABASE ACCESS</b>	<b>DATA OWNER</b>	<b>LOCATION</b>
Student Records	<i>Registrar's Office</i>	N330
Financial Aid	<i>Office of Scholarships &amp; Financial Aid</i>	S330
Student Accounting	<i>Student Accounting &amp; Cashier's Department</i>	S310 and S320
Employment Services	<i>Employment Services &amp; Operations</i>	S910
Information Technology	<i>Information Technology</i>	S700

**Forward completed/signed form to the office listed under data owner.**

**Data Owner Approval**

Signature of Data Owner or Designee

Date

**For IT Use**

Date Received:

Call #: