

Request for Access to Student Financials

Please fill out form and e-mail to: Joanne Noble: jenoble@ucsc.edu

Request For: Extension:

E-mail address: Employee ID:

Supervisor: Extension:

E-mail address:

Business Need /
Reason For Access

Does need include ability to post charges to student account?

Yes

No

If Yes, please check the appropriate box below to indicate what area / unit you work in.

Taps

FA

OPERS

Orientation

Health Center

Summer Session

Housing

Registrar

FSH

Other

Do you know item type(s)
that you will be posting?

Is there another employee (name or ID) with similar access in your department?

If so, who?

Are you replacing someone in department who no longer needs access to posting screens?

If so, who?

Have you taken the FERPA training available from the Registrar's office? Yes No

If not please visit the Registrar's website: <http://reg.ucsc.edu/guidelines.html>

If you have not completed your HIPAA training sessions please contact

Greg Azevedo: gazevedo@ucsc.edu, 831-459-4959 before you submit this request.