

Temple Academic Advising Database Request for Individual Security Access

To request a **new** individual logon, please enter information in **all** fields listed below. To **change** the security access designation for an existing logon, please fill in fields identified with an **asterisk (*)**.

* Name: _____

* Phone: _____ E-mail: _____

Department: _____

Office location (campus, building, room): _____

* Affiliated advising center (school/college and campus): _____

* AccessNet Username: _____ * TUID: _____

Workstation/Laptop type: (check) **PC** **MAC**

Primary internet browser – type and version # (e.g., IE 7.0, Firefox 2.0): _____

* **Security access package: (Check one)** Remove security access for this individual.

Department: Run access to all reports, labels and mail merge processes on the Department Reports menu; query access to the Student Master Record data entry form.

Dept/Graduation: Run access to all reports, labels and mail merge processes on the Department Reports and Graduation Reports menus; query access to the Student Master Record data entry form and the Graduation Processing Details form.

Faculty: Query access to all data entry forms; update access to Appointment form; update and delete access to General Notes form; run access to all reports, labels and mail merge processes on the Department Reports and Student Advising Notes Reports menus.

Dean's Office: Query access to all data entry forms; update access to Appointment form; update and delete access to General Notes form; run access to all reports on the Student Advising Notes Reports, Department and School/College/Campus Reports menus.

Provost: Query access to all data entry forms; update access to Appointment form; update and delete access to General Notes, Other Petitions, Retroactive Registration and Transcript Review data entry forms; run access to all reports, labels and mail merge processes on the Academic Action Reports, Dean's List Reports, Department Reports, Graduation Reports, Incomplete Courses Reports, IUT Reports, Program Change Reports, Student Advising Notes Reports and Transcript Review Reports menus.

Standard: Query, update and delete access to all data entry forms except no delete access to Appointment or Student Master Record data entry forms; run access to all reports, labels and mail merge processes; no run access to batch update processes.

Standard extended: All access available to the Standard group plus run access to all batch update processes.

Local Database Administrator: Query, update and delete access to all data entry forms; run access to all reports, labels, mail merge and batch update processes; full access to DBA utilities.

Authorized by: _____ Date: _____
(Advising director)