

DegreeWorks Access Request

User Info

Last Name		First Name	
Middle Initial		Campus Phone	
Campus Email		Campus Fax	
Network User ID		Department	
Campus(es)			
Intended use (check one)	<input type="checkbox"/> Academic advising <input type="checkbox"/> DgW System administration (Registrar's office and UTS) <input type="checkbox"/> Other (explain) _____		

User Agreement

- I understand that it is the policy of the University to protect the privacy of each student's academic record information
- I will not release student information to any person or organization outside the University, or to any other office or individual within the University community.
- I will keep the information I retrieve in such a way that unauthorized personnel cannot access it, and when it is no longer needed for my purposes, I will destroy or erase the data so that it is no longer recognizable.
- I understand that in accordance with South Carolina's Family Privacy Protection Act of 2001, signed into law May 1, 2002, "...obtaining or using public records for commercial solicitation directed to any person in this State is prohibited."
- I have read, understand, and will comply with the University's policy ACAF 3.03 concerning the handling of student records, with ACAF 7.02 concerning data access, and with IT 1.06 concerning data security on network.
- I have taken the FERPA quiz and understand my responsibilities to protect student information.
- As a certified user, I will only retrieve student data that is required in the performance of my duties in my department (as named above).

Appendix D – Statement of User Responsibility

I understand that by virtue of my employment with the University of South Carolina, I may have access to data, information, systems, or files in various forms which contain individually identifiable information, the disclosure of which may be prohibited by federal or state law or by University policy. I acknowledge that the intentional disclosure by me of this information to any person could subject me to criminal or civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure may also violate University of South Carolina policy and could constitute just cause for disciplinary action including termination of my employment on the first offense regardless of whether criminal or civil penalties are imposed. If I am in doubt about a request, I will consult with my supervisor prior to releasing the information.

My signature denotes that I have read and understand the above statement

Signed _____ Date _____

Departmental Authorization

As director or department chairperson, I agree to give the above named individual access to student information using Banner and DegreeWorks and I am reminded of my responsibilities for the security of student information stored on networks in my unit. If a breach is detected, I understand that access may be rescinded.

Signed _____ Date _____

Upload this document to the DAPS request.

University Registrar Certification

User Info

Last Name		First Name	
Network Username		USC-Banner ID	

Grant access to the DegreeWorks environments specified below to this user.

Environment	PRODUCTION			SCRIBING
User Class	Select one: ADV, ADVX, REG			REG only
Aiken	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Beaufort	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Columbia	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Lancaster	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Salkehatchie	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Sumter	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Union	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG
Upstate	<input type="checkbox"/> ADV	<input type="checkbox"/> ADVX	<input type="checkbox"/> REG	<input type="checkbox"/> REG

The above name user is authorized for the User Role indicated above in the designated DegreeWorks environments.

Campus DegreeWorks Authorization

Signed _____ Date _____

DAPS Authorization

Signed _____ Date _____

Forward this authorization to UTS Service Desk, Attn to Queue: EA DegreeWorks

The above user has been granted access to the specified environments.

UTS EA Applications Analyst

Signed _____ Date _____

Forward to Campus DegreeWorks Authorizing official, who is responsible for notifying the user and providing documentation, training, and access instructions.