

GradRecs and UGradRecs Access Request Form

Please complete and return to Lori Fuller, 140c Education Building or harvey1@illinois.edu.

Name: _____ UIN: _____

Email address: _____

Employment Status: Faculty Staff Effective Date: _____

Reason for Request: _____

ACCESS REQUESTED

GradRecs (graduate students)

UGradRecs (undergraduate students)

- Managers Administrative access to the entire system for GSSO, Assistant to the Heads, SAAO, SCE, CoTE etc. Users are able to edit any editable section within the system (for example: research area, notes, documents).
- Users Administrative access for Department Heads, Directors of Graduate Study, program coordinators, Business Operations, etc. Users are able to view all students in a department with edit rights to notes but view only access to documents.
- Reviewers Faculty access. Users are able to view their current advisees on record in Banner and edit notes.

ACCOUNT OWNER CERTIFICATION

- I have signed the Information Security Compliance Form. ¹
- I have completed FERPA training. ¹

Account Owner's Signature: _____ Date: _____

Unit Head or Designee²: _____ Date: _____

¹<https://internal.education.illinois.edu/forms/security-access-request-forms>

²If this Account Owner is terminated or transfers to another department, it is your responsibility to contact kstalter@illinois.edu to remove access.

COLLEGE OF EDUCATION AUTHORIZATION

Approved by: _____ Date: _____