STUDENT RECORDS DATABASE ACCESS REQUEST FORM

NAME ____________________________________________________________
MAINFRAME LOGONID (this is not your PAWS account)_____________________
EMAIL _______________________________ PHONE ____________________
SUPERVISOR’S NAME ______________________________ SUPERVISOR’S SIGNATURE _________________________
DEPARTMENT ____________________________________________________

Are you replacing another employee that was in the same position prior to you  ____ yes  ____ no
If yes, what is that person’s name ______________________________ logonid ___________

Please ensure that you already have a mainframe account. If you do not, you may obtain one by
visiting the Information Technology Services’ website and clicking on the Computer Accounts
link under the heading Popular Links. Click mainframe and follow the steps to complete your
request for a logonid.

BEFORE filling out this request form, you MUST attempt to VIEW and UPDATE each screen
requested. Please do not send requests if you have not attempted to access each screen (you
may already have access!).

PLEASE PLACE a “V” for VIEW ACCESS or a “U” for UPDATE ACCESS in the spaces
next to the screen(s) needed. Those with “V” or “U” after description of the screen only have
that available. Final approval is determined by Security Officer.

STUDENT INFORMATION MENU

__ AAC Academic Action __ DOS Dean of Students (U)
__ ACA Academic Record __ EXM Grad Exams __ PRT Document Print (V)
__ ACT Activity __ FEE Fees (V) __ SCH Schedule (V)
__ ADR Address __ FSH Freshmen Data (V) __ SEM Enroll by Sem (V)
__ ATH Athlete Courses __ GPG Grad Degree Program __ SRQ Schedule Request
__ BIO Biographical Data __ GRR Grade Report Request __ SUB Substitutions
__ CAA College Acad Action __ INT International __ SUM Term Summaries (V)
__ CAN Degree Candidates __ KEY Key __ SUP Supplemental Credit
__ COM Comments __ LET Letters (U) __ TFS Transfer Summary
__ CRS Course (V) __ LOG Transaction Log (V) __ TRM Term
__ CUR Current Schedule __ MIL Grad Milestones __ TRN Transcripts (U)
__ DEG Degrees __ NTE N.T.E./Praxis __ TTL Grad Paper Titles
__ DNG Grad Diagnostics __ PGM Degree Program __ WAV Waivers
__ DNU Ungrad Diagnostics __ POI Proof of Insurance __ WGR Withdraw

Submit this form to: Clay Benton, Associate Registrar, Office of the University Registrar,
112 Thomas Boyd Hall, FAX: 578-5991