



## COURSE INFORMATION 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.

### COURSE INFORMATION MENU

\_\_\_\_\_ ACM Authorized Course Information

\_\_\_\_\_ HST Course History

\_\_\_\_\_ ACT Activity Comments

\_\_\_\_\_ OFF Course Offering

\_\_\_\_\_ CAD Class Add/Drop Screen

\_\_\_\_\_ PRQ Prerequisite Status Request

\_\_\_\_\_ CLS Class Schedule

\_\_\_\_\_ REL Related Courses

\_\_\_\_\_ CST Course Status

\_\_\_\_\_ RMK Course Remarks

\_\_\_\_\_ FAC Faculty Assignment

\_\_\_\_\_ ROS Class Roster

\_\_\_\_\_ GRD Grade Posting

\_\_\_\_\_ SEC Section Information

\_\_\_\_\_ GST Grade Status

\_\_\_\_\_ SMS Section Merge/Split

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