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