

Emory University			
Office of the Registrar			
100 Boisfeullet Jones Center			
Atlanta, GA 30322			
(4040 727-6042)			
Access Request Form			
<p>This is a <i>request for access</i> to and/or use of Student Data that must be approved by the University Registrar's Office. I understand the regulations governing the use and/or release of student data from the Student Information Master File and agree to follow the regulations set forth in the University's Policy on the Confidentiality and Release of Information about Students and the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. A copy of the University policy is located on the Registrar's Web Page at: http://www.registrar.emory.edu/ferpa/ferpa.htm.</p>			
Name:		Empid:	
Position/Title:			
Department/School:			
Campus Address:			
Phone Number:			
Email Address:		Network Login:	
Type of Access Needed:		(Please check all that apply)	
Student Records:			Other Access:
Student Information		Student Scheduling	Admissions
Student Address		(Add/Drop/Swap Classes	Financial Aid
Relationship Data		View Schedule Change Log)	OPUS New Student Hire
Demographic Data			Student Financials
Most Recent Enrollment Data		View Lists	
Degrees		(Class Search, Class Roster, Class Permission	
Enrollment History Data		Permission, View Students by Academic Plan)	
Grades			Downloaded Files
Schedule		Update	
Unofficial Transcript		(Update Expected Grad Term)	
How this information will be used:			
Requester's Signature:			
		Date:	
Individual Supporting Requested Access:			
Position/Title:		Date:	
Is the requester a New Hire:		or Personnel Replacement:	
Individual being replaced:			
<p>This form supports the requested access for the named individual. User names and passwords should not be shared. This form must be executed on a yearly basis OR if there is a personnel change.</p>			
<p>This is a printable form only. This request for access form must be filled out completely, signed and returned to the Office of the Registrar, 100 Boisfeullet Jones Center.</p>			
For Office Use Only:			
Admissions	Financial Aid	Student Financials	Student Records