



Rochester Institute of Technology

IBM Mainframe Account Request ~ STARS & Multiple Access Form

Please complete the following for access to the Student Records System (STARS) and/or additional access. Return the completed form to the Registrar's Office, Eastman Building, Room 01-1284. Please keep a copy for your records.

Please print clearly:

Last Name: _____ First Name _____ Middle Initial _____

RIT email account: _____ Job Title _____

RIT Department: _____ Building & Room Number: _____

Phone: _____

Confidentiality and Security of Student Records (Please read and sign below)

Student records are confidential, protected under federal law known as the Family Educational Rights and Privacy Act (FERPA). Under FERPA you may access this information only in the legitimate educational interest of the student. You must keep all information confidential. You are given access to these screens on the condition that you do not share your access with others, as you will be held responsible for changes made using your ID and password.

Employee Signature (Required) _____ Date _____

This employee is approved to have STARS account access.

Department Head (Print & Sign Name) _____ Date _____

*Scheduling Officer (Print & Sign Name) _____ Date _____

Type of Student data access required:

Please provide STARS user ID or name of a staff member with similar responsibilities _____

or

Attach a list of requested screens. Be sure to indicate the type and level of access required (I=Inquiry, U=Update).

For Office use only: (Data Stewards, when you complete your portion, sign, date and pass it on to next required dept.)

Department/Library:	Data Steward Signature	Date
Registrar (SB01)	_____	_____
Admissions (SA03)	_____	_____
Student Financial Svcs. (SB01)	_____	_____
Financial Aid (SB01)	_____	_____
Housing Operations (AM02, AF01)	_____	_____

<p>ITS/Registrar Use Only:</p> <p>Userid: _____</p> <p>CICS/RACF Security Password: _____</p> <p>ADABAS/Natural Security Password: _____</p>

* Required only for RIT Colleges