

Rochester Institute of Technology

## RIT PeopleSoft Access Request Form

Please complete the following for access to the Student Information System (PeopleSoft). Return the completed form to the ITS Service Desk, Gannett Hall, room 1113. Please keep a copy for your records.

*For assistance with completing this form, visit [http://www.rit.edu/go/ps\\_access](http://www.rit.edu/go/ps_access) or contact the ITS Service Desk.*

### Section I: User Information

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

RIT Computer Account Username: \_\_\_\_\_ Job Title: \_\_\_\_\_

RIT Department: \_\_\_\_\_ Building & Room: \_\_\_\_\_

Phone: \_\_\_\_\_

### Section II: Action Requested

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- Add access for new user (indicate requested role in the space below)
- Remove access for existing user
- Change business role(s) of existing user (indicate role change(s) in the space below)
- Change row level security for existing user (describe security changes in the space below)

*For a complete list of available business roles, visit [http://www.rit.edu/go/ps\\_access](http://www.rit.edu/go/ps_access)*

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### Section III: Confidentiality Agreement and Approvals

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#### **Confidentiality and Security of Student Records:**

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 this information 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: \_\_\_\_\_ Date: \_\_\_\_\_

**I approve the PeopleSoft access change(s) requested above.**

Department Head (Print): \_\_\_\_\_

(Sign): \_\_\_\_\_ Date: \_\_\_\_\_