

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 or contact the ITS Service Desk.

Section I: User Information

Last Name: _____ First Name: _____ Middle Initial: _____

RIT Computer Account Username: _____ Job Title: _____

RIT Department: _____ Building & Room: _____

Phone: _____

Section II: Action Requested

- 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

Section III: Confidentiality Agreement and Approvals

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: _____