

**Staff Information:**

First Name:	Last Name:
Username:	Sam ID:
Position:	Department:
Supervisor Name:	Is this a new SH staff member? Y/N
Phone Number:	Date:

I understand the access requested is to be used for university purposes only.

\_\_\_\_\_  
Staff Signature

**To be completed by Staff Supervisor:**

(PLEASE INDICATE THE ACCESS NEEDED FOR THE NAMED STAFF MEMBER)

Access (Y/N)	Group Assignment	Function	List the Restricted Codes you will need to enter:	Approver
	USR_ST_SHSU_AA_ADMIN_RES_G	Assigned to Academic Affairs Provost Staffing who enter faculty data	None	Registrar
	USR_ST_SHSU_ACADEMICDEANS_G	Entering of Academic Standing Overrides – Deans’ Staff Only <b>**Requires Training**</b>	PR Standing Override	Dean
	USR_ST_SHSU_ACADEMIC_NOTES_M_G	<b>**Registrar Review Required** (Training Required)</b>		
	USR_ST_SHSU_CAMPUS_QUERY_G	General Query to Student Related Data (Registration, Academic History, etc.)	Query Only	Registrar
	USR_ST_SHSU_CHRT_ATTR_G	<b>Cohort/Attribute Access for Restricted Staff <b>**Training Required**</b></b>		Registrar
	USR_ST_SHSU_DISABILITY_MAINT_G	<b>**Restricted to Disability Office Staff Only</b>	Full Access	Director-DO
	USR_ST_SHSU_GTVSDAX_G	<b>**Registrar Review Required**</b>		
	USR_ST_SHSU_HEALTH_CENTER_G	Provides access to Health Center to add Immunization information for students	Full Access	Registrar
	USR_ST_SHSU_REG_TCKT_G	<b>**Highly Restricted** Registrar Review Required</b>	Full Access to SFARGRP	Registrar
	USR_ST_SHSU_TITLEIX_MAINT_G	SH Process for the Title IX Office <b>**Restricted to Title IX Staff Only**</b>	Full Access (Title IX)	Director Title IX
	USR_ST_SHSU_CRSE_OVERRIDES_M_G	<b>Lift Course Restrictions <b>** Requires Training (TSI Overrides require Sam Center training)</b></b>	Full Access (Non-TSI)	Registrar
	USR_ST_SHSU_SOAHOLD_VBS_G	<b>Lift specific student holds <b>**Highly Restricted** Requires Training**</b></b>		Registrar
	USR_ST_SHSU_SOATEST_VBS_G	<b>Add specific student test codes to student records<b>** Requires Training**</b></b>		Registrar
	Degree Works/Unofficial Transcript	Provides view access only to Degree Works and ability to review unofficial student transcript	VIEW ONLY	Registrar
	BDMS View Only (REG Folder)	Provides view access only to the REG folder in BDMS for student documents	VIEW ONLY	Registrar

I approve the request for the named staff member above to be granted access to complete tasks associated with their position. The approval signature below is a verification of proper training provided to the staff member.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approver Signature (Named in the Approver Column Above)

\_\_\_\_\_  
Date

**Supervisor: Scan form to [registrar@shsu.edu](mailto:registrar@shsu.edu)**

**To be completed by Registrar: (Note: FERPA training is required for all access to student-related data.)**

\_\_\_\_\_  
Verified FERPA Completion Date

\_\_\_\_\_  
FERPA Verification Signature (Registrar Staff Assigned to Verification Process)

\_\_\_\_\_  
Processed by Data Owner (REG Representative) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verified by REG Representative Signature

\_\_\_\_\_  
Date