

**University of Miami**  
**Data Warehouse Access Form**  
INCOMPLETE APPLICATIONS WILL BE RETURNED

**AUTHORIZED SYSTEM USER AGREEMENT**

The use of this I.D. Number or information obtained using this system by person not authorized may result in violation of the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions of state and federal law and can lead to disciplinary sanctions which may include dismissal from the University of Miami. I have read, understand and agree to abide by the University of Miami Policies (F04x, F045, F046.)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_ (Please check one)    **ADD**    **DELETE**    **UPDATE**

FIRST NAME \_\_\_\_\_ M/I \_\_\_\_\_ LAST NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ UM ID #: \_\_\_\_\_

CAMPUS BLDG: \_\_\_\_\_ ROOM #: \_\_\_\_\_ LOCATOR CODE: \_\_\_\_\_

REQUESTOR'S DEPT. /OFFICE: \_\_\_\_\_ Phone # : \_\_\_\_\_

FAX #: \_\_\_\_\_ EMAIL \_\_\_\_\_

**REQUESTING ACCESS FOR:** \_\_\_\_\_ **ACCESS RESTRICTED TO: (ex. Div, Dean, Dept)**

- Current Student \_\_\_\_\_
- Admissions \_\_\_\_\_
- Human Resources (with salary information ) \_\_\_\_\_
- Equality Administration (Applicant) \_\_\_\_\_
- United Way \_\_\_\_\_
- Financial Records \_\_\_\_\_
- Space Management \_\_\_\_\_

The undersigned is authorizing the employee named above access to a University of Miami system that contains confidential information. Authorization indicates that I have reviewed the University Policies and Procedures and will supervise the employee.

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TODAYS' DATE \_\_\_\_\_

**PLEASE FORWARD THIS FORM TO THE APPROPRIATE DATA CUSTODIAN:**

**DATA CUSTODIAN USE ONLY:**

DATA CUSTODIAN APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROFILE: \_\_\_\_\_ COMMENT(S): \_\_\_\_\_

**IT OFFICE USE ONLY:** \_\_\_\_\_ [FC# \_\_\_\_\_ ]

USER-ID: \_\_\_\_\_

REQUEST COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMMENT(S): \_\_\_\_\_