

Personal User Account Access Request Form Campus Data Warehouse

Send completed form to:
Data Administration
IET – Chiles Rd

This form is to submit a request for access to the data repository and analytical applications that are part of UC Davis' campus data warehouse. Student data users should be aware of the following disclosure restriction related to student information: "Disclosure of information from student records is subject to the provisions/guidelines of the Federal Family Educational Rights and Privacy Act (Buckley Amendment) and pertinent provisions of the California Education Code." This disclosure agreement is provided for users to acknowledge their understanding of their responsibilities when accessing or receiving access to information. All users agree to abide by the guidelines in the draft of proposed PPM 320-20, Privacy of and Access to Information.

The following information is needed to process the request. You will be notified when access is granted.

PERSONAL INFORMATION (PRINT IN INK OR TYPE)

<hr/> <small>Name (Last, First, Middle Initial)</small>	<hr/> <small>Employee ID Number</small>	<hr/> <small>Title</small>
<hr/> <small>e-mail address</small>	<hr/> <small>UCD Login ID (required)</small>	<hr/> <small>Department</small>
<hr/> <small>Campus Address (Room, Building)</small>		<hr/> <small>Campus Phone</small>
<p>Status: <input type="checkbox"/> New <input type="checkbox"/> Terminate <input type="checkbox"/> Change</p>		
		<hr/> <small>Former Department (If Dept. change)</small>

ACCESS INFORMATION

Please indicate the type of access desired.

	Undergrad Admissions	Undergrad Student	Graduate Student
Detailed (IDS) Data²:			
1 ID	<hr/>	<hr/>	<hr/>
2 Name, Address	<hr/>	<hr/>	<hr/>
3 General Data	<hr/>	<hr/>	<hr/>
4 Sensitive Person Info	<hr/>	<hr/>	<hr/>
5 Sensitive Data	<hr/>	<hr/>	<hr/>

Reason(s) access desired:

² 1 UCD IDs, such as pidm, student ID, employe ID
2 Names, addresses, e-mail, phone
3 General subject area data, such as student major in the student area
4 Sensitive personal data, such as gender, age, and ethnicity
5 Sensitive subject area data, such as UCD GPA in the student area

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USE AND CONFIDENTIALITY OF INFORMATION

I have read and understood the above guidelines for the use of institutional information. I further understand and agree to abide by the confidentiality and security regulations pertaining to the use of these records.

I agree to communicate any data or policy-related issues (other than issues resulting from system(s) malfunction) that I become aware of during the course of my use of the system(s) to the appropriate data or policy committees. I agree that Data Administration staff should not be held responsible for any such findings.

Applicant's Signature

Date

DEPARTMENT AUTHORIZATION:

Supervisor's Name (Please Print)

Phone

Supervisor's Signature

Date

Please provide the following additional information:

Department Technical Support Contact (to coordinate resolution of any hardware/software issues that you might encounter in using the pilot data warehouse)

1. Name of your department's technical support contact: _____

2. Technical contact's phone number: _____