



**ConnectCarolina Access Request Tool**  
**\*Central Office Users\***

<b>Employee Information:</b>			
Name:		Phone / email:	
PID #:		ONYEN:	
Home Dept. #:		Home Dept. Name:	
Manager Name:		Manager Phone:	
Manager Title:		Manager email:	

**\*\*FERPA Training is required and verified for all Central Office access\*\***

<b>UNDERGRADUATE ADMISSIONS</b>	
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>UG Admissions Office User</b>
<b>FINANCIAL AID (choose all that apply)</b>	
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Accountant</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Assistant Director</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Disbursement</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Disbursement Advanced</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid External Awards</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid File Manager</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Loan Manager</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Master</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Master Setup Update</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Office Base RDO</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Office Base Role</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Population Update</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid SAP Process</b>

<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Scholarships</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid Update SSN from ISIR</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Financial Aid SULU Setup Pages</b>
Other Information for Financial Aid access:	
<b>STUDENT RECORDS REGISTRAR OFFICE</b>	
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Curriculum Mngmnt Setup Corr</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Curriculum Mngmnt Setup Upd</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Curriculum Mngmnt Specialst</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Degree Audit Analyst</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Degree Audit Setup Update</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Enrollment Page(Critical)</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Historic Course Enrollment</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Maint Restricted PID(Critical)</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>NCAA Team Member</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>OUR Milestones Admin</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>OUR Setup Pages View</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Rec/Grading Assoc Reg Setup</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Rec/Grading Assoc Registrar</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Rec/Grading Manager</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Rec/Grading Manager Setup Upd</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Rec/Grading Team Member</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Records Team Memb Setup Upd</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Reg Assoc Reg Setup Update</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Reg Manager Setup Update</b>

<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>RegTeam Member Setup Upd</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Registration Assoc Reg</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Registration Manager</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Registration Team Member</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Residency Chair</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>SR Post Enroll Rq Ck Admin</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>SR Training Co-Ordinator</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>SRI Std Attribute Corr Acs</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>SRI-Post Enroll Rq Ck User</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Sched Assoc Regis Setup Upd</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Sched Associate Registrar</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Sched Manager Setup Update</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Sched Team Member Rsrct Acs</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Sched Team Member Setup Upd</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Scheduling Manager</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Scheduling Team Member</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Student Records OUR Base Role</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Veterans Affairs Certifier</b>
<b>COLLEGE OF ARTS AND SCIENCES ACADEMIC ADVISORS</b>	
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>College of Arts and Sciences Academic Advisor Base Access</b> –Base access to Student Records which includes scheduled classes, students’ programs, plans, sub-plans, enrollments, holds, waitlists, residency classification, TarHeel Tracker, and more.
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Privileged PID; Masked</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Athlete Data View</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>SAP Summary Update</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>SAP Process</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>GT Cancel eForm – Initiate Cancellation</b>

<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>GT Withdrawal eForm – Approver</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>GT Withdrawal eForm – Initiate Withdrawal</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>GT Student Appeal – Approver</b>
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>GT Student Appeal – Deny</b>

### STUDENT FINANCIALS

<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Cashier’s Office User</b> - For Cashier’s staff who post charges directly to student accounts.
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### PID OFFICE

<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>PID Office Management</b> – Manage data related to PIDs.
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### VIEW SSN

To request access to View SSN, fill out the [Request for Access to View of Update Social Security Numbers in Student Administration and Human Resources form](#).

**Authorization signifies that employee has a business need for the requested access.**

Office/ Department Head:		Title:	
Signature:		Date:	

### For Access Request Coordinator Use Only:

Entered by:		Date Entered:	
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