ConnectCarolina Access Request Tool
*Central Office Users"

Employee Information:			
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

UNDERGRADUATE ADMISSIONS

☐Grant ☐Revoke	**UG Admissions Office User**

FINANCIAL AID (choose all that apply)

☐Grant ☐Revoke	**Financial Aid Accountant**
☐Grant ☐Revoke	**Financial Aid Assistant Director**
☐Grant ☐Revoke	**Financial Aid Disbursement**
☐Grant ☐Revoke	**Financial Aid Disbursement Advanced**
☐Grant ☐Revoke	**Financial Aid External Awards**
☐Grant ☐Revoke	**Financial Aid File Manager**
☐Grant ☐Revoke	**Financial Aid Loan Manager**
☐Grant ☐Revoke	**Financial Aid Master**
☐Grant ☐Revoke	**Financial Aid Master Setup Update**
☐Grant ☐Revoke	**Financial Aid Office Base RDO**
☐Grant ☐Revoke	**Financial Aid Office Base Role**
☐Grant ☐Revoke	**Financial Aid Population Update**
☐Grant ☐Revoke	**Financial Aid SAP Process**

☐Grant ☐Revoke	**Financial Aid Scholarships**
☐Grant ☐Revoke	**Financial Aid Update SSN from ISIR**
☐Grant ☐Revoke	**Financial Aid SULU Setup Pages**

Other Information for Financial Aid access:

STUDENT RECORDS REGISTRAR OFFICE

☐Grant ☐Revoke	**Curriculm Mngmnt Setup Corr**
☐Grant ☐Revoke	**Curriculum Mngmnt Setup Upd**
☐Grant ☐Revoke	**Curriculum Mngmnt Specialst**
☐Grant ☐Revoke	**Degree Audit Analyst**
☐Grant ☐Revoke	**Degree Audit Setup Update**
☐Grant ☐Revoke	**Enrollment Page(Critical)**
☐Grant ☐Revoke	**Historic Course Enrollment**
☐Grant ☐Revoke	**Maint Restricted PID(Critical)**
☐Grant ☐Revoke	**NCAA Team Member**
☐Grant ☐Revoke	**OUR Milestones Admin**
☐Grant ☐Revoke	**OUR Setup Pages View**
☐Grant ☐Revoke	**Rec/Grading Assoc Reg Setup**
☐Grant ☐Revoke	**Rec/Grading Assoc Registrar**
☐Grant ☐Revoke	**Rec/Grading Manager**
☐Grant ☐Revoke	**Rec/Grading Manager Setup Upd**
☐Grant ☐Revoke	**Rec/Grading Team Member**
☐Grant ☐Revoke	**Records Team Memb Setup Upd**
☐Grant ☐Revoke	**Reg Assoc Reg Setup Update**
☐Grant ☐Revoke	**Reg Manager Setup Update**

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

☐Grant ☐Revoke	**GT Withdrawal eForm – Approver**
☐Grant ☐Revoke	**GT Withdrawal eForm – Initiate Withdrawal**
☐Grant ☐Revoke	**GT Student Appeal – Approver**
☐Grant ☐Revoke	**GT Student Appeal – Deny**

STUDENT FINANCIALS

☐Grant ☐Revoke	**Cashier's Office User** - For Cashier's staff who post charges directly to student accounts.

PID OFFICE

☐Grant ☐Revoke	**PID Office Management** – Manage data related to PIDs.

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.

Additional requests or comments:

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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