

CUNY DegreeWorks User Access Request Form

Please note: This form is required to request access to the DegreeWorks system. This form must be approved by the employee's manager. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name:	First Name:	MI:
CUNYfirst (Empl ID)*:	Job Title:	
Select applicable affiliation/s:		
Employee: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Student**: <input type="checkbox"/>	Consultant**: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
		RF Employee***: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Business Unit / Campus:	Dept / Office:	
Work Phone:	Ext:	CUNY email address:

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from this system and its related components is considered confidential and MAY NOT be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the DegreeWorks system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, CUNY IT Security Procedures (security.cuny.edu), rules and regulations, and applicable collective bargaining agreements.

Employee's Signature:	Date:
In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu , log in and click Self Service > Other Employee Tasks > CF Confidentiality Statement	Confidentiality Agreement Code:

Managerial Request:

Business Unit / Campus:	Dept / Office:
Last Name, Requesting Manager:	First Name:
Signature, Requesting Manager:	Date:
In the absence of written signature: Please email your approval to the appropriate campus party, per your campus' request process.	

Action Requested (Check Only One): **Add Access** **Remove Access** **Delete All Access**

** An approved Data Access Waiver may additionally be required for students, consultants, and temporary employees. Requirements can be found in the CUNY Information Technology Security Procedures found at security.cuny.edu under Policies and Procedures.

*** A POI record must be added by HR for institution requesting security access for an RF Employee.

DegreeWorks User Level Application Roles		
Role Name - only <i>one role</i> allowed	Description	Type
CU_DGW_Advisorx*	Advisor Access without Exceptions	View
CU_DGW_Advisorxfadv**	Advisor Access without Exceptions + FACTS View	View
CU_DGW_Advisor*	Advisor Access with Exceptions	Update
CU_DGW_Advisorfadv**	Advisor Access with Exceptions + FACTS View	Update
CU_DGW_Advisorxfadm**	Advisor Access without Exceptions + FACTS Update	Update
CU_DGW_Advisorfadmin**	Advisor Access with Exceptions + FACTS Update	Update
CU_DGW_Registrarfadv*	Registrar Access (Update) + FACTS View	Update
CU_DGW_Registrar*	Registrar Access (Update)	Update
CU_DGW_Registrarfadm*	Registrar Access (Update) + FACTS Update	Update

* Requires Approval from Campus DegreeWorks Administrator and Student Records Approver

** Requires Approval from Campus DegreeWorks Administrator, Student Records and Financial Aid Approver

DegreeWorks Admin Level Application/Oracle Roles		
Role Name	Description	Type
CU_DGW_CampusAdmin^	Campus Admin	Update
CU_DGW_OracleSQL^	Access to SQL Developer Data Access	Update
CU_DGW_CentralAdmin^^	Central Admin	Update

^ Requires Approval from **Student Records – Central** and processing by CIS ASL

^^ CO Staff Only - Requires Approval from the **Student Records – Central** and processing by CIS ASL

Data Permissions		
Institution	Route Control Value(s)	
Select academic institution(s) employee can access. (Route Control) ##	Baruch College	Kingsborough CC
	Borough of Manhattan CC	LaGuardia CC
	Bronx CC	Lehman College
	Brooklyn College	Medgar Evers College
	City College	NYC College of Technology
	College of Staten Island	Queens College
	Guttman Community College	Queensborough CC
	Hostos CC	Sch. of Labor & Urban Studies
	Hunter College	School of Professional Studies
	John Jay College	York College

Multi Institutional data security requires Approval from Student Records – Central and Processing by CIS ASL

** An approved Data Access Waiver may additionally be required for students, consultants, and temporary employees. Requirements can be found in the CUNY Information Technology Security Procedures found at security.cuny.edu under Policies and Procedures.

*** A POI record must be added by HR for institution requesting security access for an RF Employee.

Approvals

In the absence of written signature: BPO may email approval to the appropriate campus party, per your campus' request process.

Student Records - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Student Records - Central Approval (if required):

Last Name:	First Name:
Signature:	Date:

Degreeworks Administrator - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Financial Aid - Campus Approval:

Last Name:	First Name:
Signature:	Date:

NOTE for CAMPUSES:

- **All required approvals must be obtained prior to escalation for roles requiring CIS ASL processing.**
- Access Approvers list can be found on security.cuny.edu > CUNYfirst (PeopleSoft) security.

*** An approved Data Access Waiver may additionally be required for students, consultants, and temporary employees. Requirements can be found in the CUNY Information Technology Security Procedures found at security.cuny.edu under Policies and Procedures.*

**** A POI record must be added by HR for institution requesting security access for an RF Employee.*