



## Colleague Administrative Database Access Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office/department: \_\_\_\_\_ Extension: \_\_\_\_\_

Location: \_\_\_\_\_ Email: \_\_\_\_\_

Employment (check one):  Faculty/Staff  Temporary employee  Work-study/Lesley Work student

Type of request (check one):  New account  Account update, please list login name: \_\_\_\_\_

Which platform do you use (check one):  Windows  Macintosh

If you are new to your position, indicate name of person who previously held the position: \_\_\_\_\_

### Instructions

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Indicate the database access you require. If you have questions about access, please contact Administrative Applications at ext. 8610 or adminapps@lesley.edu.</li> <li>2. Sign the request form and obtain the signature of your department head or dean.</li> <li>3. Route your form to the first office whose approval is needed. As each office signs off, the form will be forwarded to the next, and finally to Administrative Applications.</li> </ol> | <ol style="list-style-type: none"> <li>4. Register online for basic inquiry training. You will receive your username and password <i>only</i> after attending this training. Go to <a href="http://www.lesley.edu/services/registrar/staff.html">www.lesley.edu/services/registrar/staff.html</a> and find "colleague training in the left-column links.</li> <li>5. Register for financials training, if needed. Go to <a href="http://www.lesley.edu/ut/admin/fac_staff_colleague_training.html">www.lesley.edu/ut/admin/fac_staff_colleague_training.html</a> and find "department-specific functions" in the bulleted offerings list.</li> </ol> |
|---|--|

### Student System Access

**Please note:** If you have not previously had access to/training on the Colleague Student System module, you must attend a training session, after which you will receive your account name and password from Administrative Applications.

Student System inquiry \_\_\_\_\_ Registrar's Office signature (Associate Registrar for Systems, fax: x 8717)

Other Student System access \_\_\_\_\_ Registrar's Office signature (Associate Registrar for Systems, fax: x 8717)

Please list screen mnemonic(s) or security class(es):  
\_\_\_\_\_

### Budget Access

Financials/budget inquiry \_\_\_\_\_ Finance Office signature (Controller, fax: x 8112)

Please list department number(s):  
\_\_\_\_\_

Salary information for all departments noted \_\_\_\_\_ Finance Office signature (Controller, fax: x 8112)

### Statement of Understanding

I understand that I am requesting access to confidential information, and I agree to use this information in accordance with University policies and the Family Educational Rights and Privacy Act (FERPA).

FERPA guidelines specify that the University will not disclose personally identifiable information about a student without the student's prior written consent. Exception is granted to college officials who have a "legitimate educational interest" such as academic advisors. However, under no circumstances can this information be further disclosed to a third party without the express written authorization of the student.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head's or Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head's or Dean's Name (please print): \_\_\_\_\_