



New Account

Campus Solutions (myUTH) Account Request

Change Account

Effective Date:



Personal Information

First Name _____ Middle Name _____ Last Name _____ Birth Date ___/___/___

HCM Employee ID (if applicable) _____ LDAP ID (if applicable) _____ Phone _____

Primary Email Address _____ Affiliated School (if applicable) _____

Physical Address (or Office Location) _____

University Affiliation Employee Faculty Guest Other _____
(check all that apply)

myUTH Faculty

myUTH Designee

Student Records Information is confidential information protected by the Family Educational Rights and Privacy Act (FERPA). It is the responsibility of the employee to protect and hold confidential all applicant/student data according to FERPA.

I have read and understand the privacy statement above. _____ (Employee Initials)

Employee signature: _____
Signature Print Name

Date:

Approved by: _____
Signature (Associate Dean or Dept Head) Title

Date:

Internal Use Only

Authorization: _____
Signature Title

Date:

BioDemo Record Entered _____ Campus ID # _____ Initial ROW Security AS : _____

Student Affairs **		Registrar (Registrar's Office Only)	
UT_C_SA_USER	Standard Student Affairs Role	UT_C_RR_ADMISSIONS	Admissions Staff Profile
UT_C_SA_CLASS_SCHEDULER	Student Affairs - Class Schedule	UT_C_RR_ASSOC_REGISTRAR	Associate Registrar Role
UT_C_SA_STUDENT_DATA	Student Affairs - Student Data	UT_C_RR_AS_ADMIN	Academic Structure Admin
UT_C_SA_SVC_INDICATORS	Read Only CC and Svc Ind Maintenance	UT_C_RR_DEGREE_AUDIT_ADMIN	Degree Audit Admin
UT_C_FA_STUDENT_AFFAIRS	Fin Aid Data for Student Affairs	UT_C_RR_DEGREE_AUDIT_DEVELOPER	Degree Audit Developer
UT_C_IA_USER	International Affairs	UT_C_RR_DEGREE_AUDIT_VIEWER	Degree Audit Viewer
Financial Aid (Finaid Office Only)		UT_C_RR_REGISTRAR	Registrar Access Role
UT_C_FA_ACCOUNTING	Financial Aid - Accounting	UT_C_RR_REGISTRATION	Registration Staff Profile
UT_C_FA_ADMINISTRATOR	Financial Aid - Administrator	UT_C_RR_SR_ADMIN	Student Records Administrator
UT_C_FA_COUNSELOR	Financial Aid - Counselor	UT_C_RR_VERIFICATION	Enrollment Verification
UT_C_FA_LOAN_COLLECTIONS	Financial Aid - Loan Collections		
UT_C_FA_SUPPORT	Financial Aid - Support		
Interfaces (Internal Use Only)		Bursar (Bursar's Office Only)	
UT_C_FICA_INTFC	FICA Interface to HCM	UT_C_BR_BURSAR	Bursar
UT_C_SOPHAS_INTFC	SOPHAS Interface Access	UT_C_BR_CASHIER	Bursar - Cashier
UT_C_SOPHAS_USER	SOPHAS Interface User	UT_C_BR_CASHIER_LEAD	Bursar - Cashier Lead
UT_C_TMDSAS_INTFC	TMDSAS Interface Access	UT_C_BR_CASHIER_SPONSOR	Bursar - Cashier Sponsor
UT_C_TMDSAS_USER	TMDSAS Interface User	UT_C_BR_GEN_ACCTG	Bursar - Gen Acctg
		UT_C_BR_GEN_ACCTG_LEAD	Bursar - Gen Acctg Lead
		UT_C_BR_STUDENT_ACCT	Bursar - Student Accounts
		UT_C_BR_TCALC	Bursar - Tuition Calc
		UT_C_BR_TREASURY	Bursar - Treasury

** - Student Affairs account request forms need to be sent to the Registrars office for approval

PS Query Access	Data Warehouse Access	<input type="checkbox"/> Admissions	<input type="checkbox"/> Student Records	<input type="checkbox"/> Student Financials
<input type="checkbox"/> PS Query User <input type="checkbox"/> PS Query View Only	Additional Instructions/Comments: _____			