

Office of the Registrar, University of Colorado, Boulder
Request for Access to the Alchemy Web Imaging Server
(Please complete in full and send this request to Corey Wahl, Office of the Registrar, 020 UCB, fax 303-492-8748)

Request Date: _____
(mm/dd/yyyy)

Employee Information:

Name: _____ Identkey Username: _____

School or College: _____ Dept: _____

Campus: _____ Campus Box: _____ Phone: _____

Employment End Date: _____ (99/99/9999 if you are permanent)

Email Address: _____
(required)

Reason for Access (describe in detail): _____

Supervisor Name: _____ Phone: _____

Supervisor Email: _____

Upon signing this request, I certify that the information provided on this form is accurate and complete. In addition, I understand that data originated or stored on University computer equipment is University property. I will access only data that is required for my job. I will not permit unauthorized use of any University data. I will not seek personal or financial benefit or allow others to benefit personally or financially by knowledge of any data which has come to me by virtue of my work assignment. I will abide by all applicable University, state, and federal guidelines, policies, regulations, statutes, and procedures pertaining to confidentiality and privacy, including, but not limited to, the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA, also known as the Buckley Amendment, assures students that their records are protected from access by others except for publicized directory information. Users will maintain a clear understanding of the types of information that can be released without an individual's consent, and will not release other individual information. I am responsible for protecting my access authorization and will take steps to prevent anyone else from using my logon.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Registrar's Office Use Only

Access Granted for:	<input type="checkbox"/> Final Grades	<input type="checkbox"/> PRCs	<input type="checkbox"/> Students
Registrar's Approval: _____	Access End Date: _____		

Completed By: _____

Network Group: _____

Date Acct Created: _____

Notified Requestor: _____
(date)