



# Registrar Query System Access Form

Please fill out the PDF form online and digitally sign below.  
Please email attention to :  
Corey Wahl - corey.wahl@colorado.edu

University of Colorado at Boulder  
Office of the Registrar  
20 UCB  
Boulder, Colorado 80309-0020  
PHONE: 303-492-5126  
FAX: 303-492-8748

Request Date: \_\_\_\_\_

CIW User ID (if any): \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Name: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Registrar Use Only:**

Access Granted For:

RQSL1

RQSL2

RQSL3

RQS-CUSTOM

\_\_\_\_\_

\_\_\_\_\_

Registrar's Office Approval:

\_\_\_\_\_

Please explain in detail the purpose for the data you are requesting and how it will be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any specific RQS queries being requested:

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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL FOR  
SUPERVISOR APPROVAL

EMAIL FOR  
FOR REGISTRAR APPROVAL