

# CUNY Schedule Builder User Access Request Form - Production

This form is required to request access to the Schedule Builder system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transfer employees, separate forms must be completed to terminate access at the original Campus and to establish access at the new Campus.

## EMPLOYEE INFORMATION SECTION (Please Print):

Last Name:	First Name:	MI:
CUNYfirst Empl ID *:	Job Title:	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time **      If you are a student, please specify college: ** _____		
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 NOT to 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 Schedule Builder 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:
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## Managerial Approval (Requesting Supervisor) :

Business Unit / Campus:	Department / Office:
Last Name:	First Name:
Signature:	Date:

ADD	DELETE	ROLE	DESCRIPTION
		CU_VSB_Analytics	Ability to access Analytics data
		CU_VSB_Advisor	Ability to access Advising/Scheduling

## Central Office Only Administrator Role(s):

ADD	DELETE	ROLE	DESCRIPTION
		CU_VSB_Admin*	Ability to change system configuration

## Data Security :

ADD	DELETE	ROLE	DESCRIPTION
		Academic Institution SACR Security	Select academic institution(s) user can access <i>Multi-institution access is for <b>Central Office Administrator Only</b></i>  <div style="display: flex; justify-content: space-around;"> <span>LAG01</span> <span>HTR01</span> </div>

## Student Records - Campus Approval:

Last Name:	First Name:
Signature:	Date:

## Student Records - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

\*\* An approved Data Access Waiver may additionally be required for students, consultants and other non-full-time employees. Requirements can be found in the CUNY Information Technology Security Procedures found at [security.cuny.edu](http://security.cuny.edu) under Policies and Procedures.