



DegreeWorks Access Request Form

Instructions:

1. Requestor/User completes Section 1
2. Requestor/User selects appropriate access level/role in Section 2
3. Supervisor approves system access requested in Section 2, by completing Section 3
4. Requestor/User emails completed copy to degreeaudit@lamar.edu In subject line put **DegreeWorks Access Request**
5. Degree Works Administrator reviews and approves access. If New Account is checked the form will be forwarded to app security. If the access is being modified the Administrator will update and notify the user of the change.
6. Administrator will notify Requestor/User of access when granted, by email.

Section 1: User Information			
Name:		Lamar ID:	
Department:		Job Title:	
Lamar Email:		Phone ext.:	
Reason for access request			
User's Signature:		Date:	

Section 2: Access Level/Role	
Account Request:	<input type="checkbox"/> New Account <input type="checkbox"/> Modify Account <input type="checkbox"/> Remove Account
Access Level/Role	
<input type="checkbox"/> Registrar	<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Advisor with exceptions	<input type="checkbox"/> Athletics
<input type="checkbox"/> Advisor without exceptions	

Section 3: Supervisor Authorization			
Name:		Date:	
Signature:		Phone ext.:	

Section 4: DegreeWorks Administrator			
<input type="checkbox"/> New Account	Send to appsecurity@lamar.edu	Date Sent:	
User Name:	User Password:	Date Received:	
Account type:			
<input type="checkbox"/> Training required	<input type="checkbox"/> User has completed training		
<input type="checkbox"/> Modify Account	Changed to:		
<input type="checkbox"/> Account Disabled	Notify appsecurity@lamar.edu and change to Student		
User/Requestor notified – Date: _____			
<i>Send how to on signing in and using DegreeWorks</i>			