



CIVITAS USER REQUEST FORM



Access is granted to Civitas Inspire, Illume, and Impact with the understanding that users need the requested access to perform their assigned job at A&M-SA. Data contained within these systems is part of the student educational record, which is protected by FERPA. Students have the right under FERPA to inspect and review all records including private notes contained in Inspire.

REQUESTOR INFORMATION

REQUESTOR'S FIRST NAME REQUESTOR'S LAST NAME BANNER ID NUMBER (ex. @00123456) USERNAME (ex. gjaguar)

WHICH SERVICE(S) ARE YOU REQUESTING?

- INSPIRE ILLUME IMPACT

WHICH BEST DESCRIBES YOUR ROLE?

ACADEMIC ADVISING AND COACHING

- Academic Advisor
- Academic Coach
- Faculty Advisor/Mentor
- Support Staff

SUPPORT SERVICES

- Athletics Advisor
- Tutoring Staff (not student employees)
- Student Support Staff

ENROLLMENT SERVICES

- Enrollment Management Staff

PEER SUPPORT SERVICES (any student employee in any area)

- Peer Support Staff
- Tutoring Staff

WHICH STUDENT RECORDS DO YOU NEED TO ACCESS?

- ALL STUDENTS (Academic Advisors, Academic Coaches)
- ONLY STUDENTS ASSIGNED TO ME (Faculty Advisors/Mentors, Athletics)

WILL YOU MANAGE THE CALENDAR & MAKE APPOINTMENTS FOR OTHERS?

If you will select yes, we will be in touch with you to request the names of the individuals whose calendars' you will manage.

- YES NO

SELECT YOUR VISIBILITY OPTIONS (for Inspire access only)

CALENDAR

- Only my assigned students
- All students
- No students (not visible)

INSPIRE DIRECTORY

- Only my assigned students
- All students
- No students (not visible)

INSPIRE MESSAGES (messages will also go to your Outlook Inbox)

- All students
- No students (not visible)

REQUIRED SIGNATURES

REQUESTOR

I affirm that I have successfully completed the FERPA course in TrainTraq and will abide by University policies and guidelines relating to student records. By accepting a role in Civitas Inspire, Illume, or Impact, I accept the responsibility to

- 1) protect the privacy of student records and
- 2) maintain standards of accurate and ethical record-keeping

REQUESTOR SIGNATURE _____ DATE _____

SUPERVISOR APPROVAL

I affirm that this user needs access to the indicated access in Civitas Inspire, Illume, and/or Impact Starfish to perform their assigned job at A&M-SA.

SUPERVISOR'S NAME

SUPERVISOR SIGNATURE _____ DATE _____

SUBMIT COMPLETED FORMS TO STUDENT.SUCCESS@TAMUSA.EDU.