California State University, Long Beach
PeopleSoft Student Administration System Security Authorization – Additional Access for Instructors

Instructors: Please complete and submit this form to be approved for enhanced access, via MyCSULB, to individual student information, including unofficial transcripts, transfer credit reports, undergraduate degree progress reports (degree audits), addresses, and telephone numbers. Please note that **no formal training is necessary**. A self-training guide will be made available when your enhanced access is approved.

Please review the CSULB Student Records Procedure (FERPA Policy). Then complete and submit to Enrollment Services, via your Department Chair, the "Student Administration Confidentiality/Security Agreement" along with this form. Both documents are available at http://www.csulb.edu/divisions/af/cms/end_user/SA/forms/index.html. We will notify you as soon as your new access is approved. Thank you.

INSTRUCTOR INFORMATION

Name: _____ (Last) _____ (First) **Campus ID #:** _____ (EmplID)

Job Title: _____ **Email:** _____

Dept: _____ **Building & Room:** _____ **Ext:** _____

INSTRUCTOR STATUS

☐ **Permanent Faculty/Staff**		**CMS Use Only**
☐ **Temporary Faculty/Staff**	**Appointment Ending Date:**	☐ Security agreemnt recvd

I have read and will comply with the provisions for security and confidentiality of data as stated in the "Student Administration Confidentiality/Security Agreement," which I have signed and included with this form. I further acknowledge that I have read and will abide by "CSULB Student Records Procedures," which outline the campus guidelines for compliance with the Family Educational Rights and Privacy Act (FERPA).

Signature of Requestor _____ Date _____ Signature of Department Chair _____ Date _____

Send original completed form with the signed "Student Administration Confidentiality/Security Agreement" to Enrollment Services, Brotman Hall, Room 123. Once access is granted, you will be notified and directed to the self-training guides.

Student Admin Authorizing Signature	Date	Student Admin Authorizing Signature	Date