REQUEST FOR IDMS ACCESS
ADMINISTRATIVE OFFICES

Name (last, first, middle initial):	
Office:	**Effective date for access:**
Job Function:	

Request:

- ☐ I am requesting a new logon *(please attach a completed IDMS Signon Name Request form).*
- ☐ I already have an IDMS logon and am requesting to be assigned to an Access Group.
  (Current Logon: _____)
- ☐ I already have an IDMS logon and am requesting to switch to a different Access Group.
  (Current Logon: _____)

IDMS ACCESS GROUP REQUESTED (please select ONE only – see reverse for descriptions):

☐ ADMIN I ☐ ADMIN II ☐ ADMIN III ☐ OTHER:_____

Verification of Legitimate Educational Interest and
Duty to Preserve Confidentiality of Student Records

By submitting this signed Request for Administrative Offices IDMS Access and Verification of Legitimate Educational Interest, I declare that the scope of access that I have requested, as defined by the IDMS Group I have indicated above, conforms with my need to know as a campus official performing tasks which are in students' educational interest and is:

- specified in my job description or contract agreement;
- related specifically to my participation in the student's education; and/or
- related specifically to the discipline of a student; and/or
- related specifically to providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid

I understand that I am both legally and ethically required to access confidential, personally identifiable student records **only** when justified by legitimate educational interest (as defined above), and that neither my IDMS access capability nor the student records derived therefrom can be distributed by me to any person(s) other than the subject student, a designate for whom the student has issued a written authorization for disclosure, or an individual whose circumstances are described at section VII, part C, of the *Berkeley Campus Policy Governing Disclosure of Information From Student Records.*

Sanctions. I understand that my failure to abide by the stipulations set forth in the preceding paragraphs may result in disciplinary proceedings against me and/or revocation of my IDMS access privileges.

By my signature below, I stipulate that I have read and understand the University and campus policies regulating the disclosure of student records (available at http://www.ucop.edu/ucophome/uwnews/ aospol/toc130.html, and http://uga.berkeley.edu/uga/disclosure/stm, respectively), and that I agree to abide by the provisions set forth therein and in the paragraphs above.

Staff Member:	**Date:**
Supervisor:	**Date:**
Department Head:	**Date:**

RETURN TO RUSSELL LOW, OFFICE OF THE REGISTRAR, 120 SPROUL HALL, MC# 5404, Fax: 643-9201
QUESTIONS? CONTACT RUSSELL LOW AT rsl@uclink4 or 2-7009

IDMS (OLADS) GROUPS

ADMIN I

For administrative staff who need access at the most basic level. Staff in this group only have the ability to look up and determine whether or not a student is registered.

Functions include:

- Review registration status.

ADMIN II

For most front-line staff and receptionists. Staff in this group have the functions necessary to handle such very basic student inquiries as reviewing addresses, study lists (including waiting list status), and determining whether a student is blocked and the particular office that placed the block.

Functions include all functions of ADMIN I,plus:

- Review general registration status information, including units enrolled, current schedule, enrollment log, fee payment status, college, major, block status, registration history, addresses, undergraduate degree requirements, higher degrees, and name changes.

ADMIN III

For staff in administrative departments who need transcript review access.

Functions include all functions of ADMIN II, plus:

- Review transcripts