

IV. USER MODULE ACCESS REQUESTED:

Admissions

(Choose one or more templates below as appropriate)

- ☐ AD_EXT_COMP_REQ
- ☐ AD_EXT_DP_GRAD
- ☐ AD_EXT_REGIONAL_CAMP
- ☐ AD_EXT_SYSTEMS_SFA
- ☐ AD_EXT_VIEW_GRAD
- ☐ AD_EXT_VIEW_UNDERGRAD

Academic Organization

(Enter node below)

Node

Academic Institution

(Enter appropriate Career, Program and/or Plan below)

Career	Program	Plan

Campus Community

- ☐ CC_GENERAL_CONTACT

Student Records

Student Records View/Maintenance Templates (You can choose only 1 from this group)

- ☐ SR_ADVISOR_1
- ☐ SR_ADVISOR_2
- ☐ SR_ADVISOR_3
- ☐ SR_ADVISOR_4
- ☐ SR_ADVISOR_5
- ☐ SR_ADVISOR_6
- ☐ SR_ADVISOR_7
- ☐ SR_ADVISOR_8
- ☐ SR_WORK_STUDY_VIEW

Class Scheduling and Grading Templates (Choose 1)

- ☐ SR_CLASS_SCHED_MAINT
- ☐ SR_CLASS_SCHED_VIEW

Event Scheduling Templates

- ☐ SR_EVENT_APPROVE_COLLEGE
- ☐ SR_EVENT_REQUEST

Commencement Templates

- ☐ SR_COMMENCEMENT_COLL
- ☐ SR_COMMENCEMENT_SPL_EVT

OnCourse requests can be made at:

<https://advising.osu.edu/oncourse-request-access>

Buckeye Degree Planner (Degree Audit and Transfer Credit)

Choose only one as appropriate – FEPPRA training required

- ☐ OSR_STLC_S_VIEW_STUDENT – view audits and planner (recommended for Transfer Credit Coordinators or staff in non-college advising roles)
- ☐ OSR_STLC_S_ADV_STUDENT – view audits and edit planner (college advisors who cannot post exceptions)
- ☐ OSR_STLC_S_ADV_STUDENT_E – view audits, edit planner, post exceptions (college advisors with approval to post exceptions)
- ☐ OSR_STLC_S_OUR_STUDENT – for OUR use only

once access is approved and added, it will be updated in BDP the following day

Financial Aid

(Based on guidance from the Department of Education, access to financial aid data is very limited.)

☐ VIEW STUDENT FINANCIAL AID (FA to provide template)

Student Financials

(Choose one or more templates below as appropriate)

☐ VIEW STUDENT ACCOUNT (SF_STDNT_ACCT_VIEWER) SUBMIT

☐ DEPT COLLECTIONS (SF_DEPT_RCVBLS_SUBMIT)

Student Health Insurance

(Choose only one template below as appropriate)

☐ CC_SHI_STAFF - For SHIP Office Staff Only

☐ CC_SHI_VIEW_INTERNAL - For SHIP Office Staff Only

☐ CC_SHI_VIEW_EXTERNAL - requires SHI View Only Training

DATA SECURITY COMPLIANCE:

By submitting this request form you are acknowledging that said user requires the specified access in accordance with their job functions. This user will be asked to comply with all OSU, federal, state, and local rules and regulations that are applicable to the data and must complete the Institutional Data Policy course as confirmation that they are aware of these responsibilities.

(For more info on completing this training go to: [Institutional Data Policy Training](#))
