



## User Access Form

### Pennant Records

Check the functionality for which access is being requested.

#### CourseLeaf PATH and Degree Works

Please select which students an Advisor is able to view:

View any students

View assigned students or majors

If by majors, list up to 10 major codes:

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Can Advisor process exceptions?

No

Yes

Athletic Compliance Administrator Role - Update student athletic information

School/Division Registrar Role - View comprehensive student data and update select student data

Admin Support Role – View Only comprehensive student data, including select student holds, advisory assignments, graduate student committee service data, comments, and transcript events

#### Pennant Student Holds and Comments

Release Student Holds  Yes  No

Add Advising Notes/Student Comment  Yes  No

If 'Yes' selected to either of the above, please indicate individual's responsibility:

Academic Advisor  Major Advisor  School Registrar  Program Administrator  College Contact

Pennant Reports – please refer to <https://provider.www.upenn.edu/computing/da/eforms/>

### Pennant Aid

School User

Penn IM Tool access

Financial Aid Feeder App access (list Fund)

## User Access Form

By signing this application, I agree to restrict my computer access to the requirements of my job description. Specifically, I will not—outside the duties of my position—view, print, copy, update, or disclose to any person proprietary, confidential, and/or protected information. Moreover, I agree that:

- » I will use only this account and will not share it with anyone else.
- » I will use this account only for duties assigned by my supervisor.
- » I am responsible for securing this account against unauthorized access and use, and for all activity in this account.
- » I will use this account only for the duration of my employment in this position
- » I will keep confidential any and all data whether in electronic or printed format. The confidentiality of student records is defined in the provisions of The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (20 U.S.C. 1232 (G)), and with the regulations issues there under by the U.S. Department of Education. See <http://www.upenn.edu/computing/home/menu/security.html>.

Employee Signature \_\_\_\_\_

Supervisor Name

Signature \_\_\_\_\_

School/Center Approval Name

Signature \_\_\_\_\_

**REQUIRED**

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## User Access Form

**For internal use only**

Access	Date Completed	Notes
<b>On Line Training Assigned</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>On Line Training Completed</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Grad Funding</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>User Activated</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Banner Security Groups</b>		
UP_AR_SCHOOLS_CENTERS_G	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
UP_FA_SCHOOL_G	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
UP_ST_ATHL_COMPL_G	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
UP_ST_SCHOOL_DIV_REG_G	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
UP_ST_SCHOOLS_CENTRAL_Q_G	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>FGAC</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Settings</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Degree</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Works User</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Notified</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Approved	Date	Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No   Director of Student Accounts	<input style="width: 100%;" type="text"/>	_____
<input type="checkbox"/> Yes <input type="checkbox"/> No   Director Financial Aid	<input style="width: 100%;" type="text"/>	_____
<input type="checkbox"/> Yes <input type="checkbox"/> No   University Registrar	<input style="width: 100%;" type="text"/>	_____
<input type="checkbox"/> Yes <input type="checkbox"/> No   SRFS System Administrator	<input style="width: 100%;" type="text"/>	_____

Questions? Contact [pennanthelp@pobox.upenn.edu](mailto:pennanthelp@pobox.upenn.edu)