



UK DEGREE AUDIT ACCESS REQUEST FORM

STEP 1: TO BE COMPLETED BY REQUESTOR (print clearly).

LAST NAME: _____ FIRST NAME: _____
JOB TITLE: _____ COLLEGE/DEPT: _____
PHONE: _____ EMAIL: _____
ACTIVE DIRECTORY (AD) ID: _____ SAP PERSON ID: _____

(NOTE: If unsure of AD ID account information, please, visit the IT Customer Service Center (IT CSC) website at <http://www.uky.edu/UKIT> or call IT CSC at 257-1300.)

UKAPEX-ANNOUNCE LISTSERV

All APEX advisor account holders are added to a listserv in order to inform all UK advisors, faculty, and staff users about any system updates including when the system is down for maintenance, when the system will contain temporary inaccuracies, and other important announcements. Please note that this listserv is meant for official APEX announcements only and not for conversation.

STATEMENT OF RESPONSIBILITY

APEX provides access to information concerning current and former University of Kentucky students to University personnel who need to use it for bona fide educational purposes including advising, record-keeping, academic actions, and related administrative purposes. With a few specified exceptions (known as "directory information"), information from student records is confidential and protected under provisions of the federal Family Educational Rights and Privacy Act of 1974 (more frequently known as the Buckley Amendment), state law, and University policy, and may be used only for appropriate University purposes by authorized personnel.

Each member of the faculty or staff given access to this data through APEX is individually bound by these statutes and policies in his or her use of the information. Misuse of such information, including unauthorized release of protected information, will result in denial of access to APEX, and may result in disciplinary or legal action.

By signing this Statement of Responsibility, the undersigned acknowledges and accepts responsibility for assuring the appropriate use and confidentiality of student record information made available through APEX.

Signature of Requestor: _____ Date: _____

STEP 2: TO BE COMPLETED BY APEX COLLEGE CONTACT.

(NOTE: A list of APEX College Contacts may be accessed at the following web address: <http://www.uky.edu/degreeaudit/contacts.html>)

Currently, all UK Degree Audit System accounts will have the capability to produce an audit, however, the below additional functions will be assigned by the APEX College Contact by their placing an "X" next to the appropriate response.

FUNCTION	AUTHORITY
Enter Exceptions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Add Planned Courses:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of APEX College Contact (Print): _____

Signature of APEX College Contact: _____ Date: _____

SEND COMPLETED FORM TO APEX TEAM: APEX, REGISTRAR'S OFFICE, 104 MCVEY HALL, 0045

STEP 3: TO BE COMPLETED BY REGISTRARS OFFICE.

HD UCONNECT

HD UCONNECT: _____ HD Match: Yes No If no, email notification sent to the APEX user.

HD UCONNECT OTHER-1: _____ HD UCONNECT OTHER-2: _____

APEX USER LEVEL

REFADVISORID: advisor-level- _____

LISTSERV

Added to UKAPEX-ANNOUNCE. Added to APEX-CONTACTS.

APEX ACCOUNT SETUP COMPLETE

Email notification sent to the APEX user.

Name of Registrar's Office Official (Print): _____

Signature of Registrar's Office Official: _____ Date: _____