Aurora **User Access Request Form**

Name _____ **Employee No.** _____
(last, first, middle)

User ID _____ **E-mail** _____ **Phone No.** _____
(same as your UMnet/email/jump ID)

Job Title _____ **Is this a New Job Position?** ☐ Yes ☐ No

If last answer is NO who was the previous job occupant & where did they go? _____

Academic/Admin Unit _____ **Department** _____

Is this Student Help? ☐ Yes ☐ No **Is this a Term Position?** ☐ Yes ☐ No **If yes when is term end?** _____

TRAINING: Training can be provided by a co-worker in your academic unit who is knowledgeable about Aurora. Some basic Aurora training can be arranged by contacting the Registrar's Office.

CHECK THE AREA(S) TO WHICH YOU NEED ACCESS:

☐ Legacy Student Information Records

Personal Information (General Person)

☐ Person Inquiry (Address, Biographical, Phone, Email, Emergency contact) ☐ Person Update (Registrar's & Admission's Office staff only)

☐ View Hold Status ☐ Remove/Update Hold Status

General Student Information

☐ Confirm Enrolment Status ☐ Confirm Program and Year of Study ☐ Program and Year of Study Update

Admissions/Financial Aid & Awards

☐ Undergraduate Admission Inquiry ☐ Undergraduate Admission Update

☐ Graduate Admission Inquiry ☐ Graduate Admission Update (GR Admissions Staff only)

☐ Transfer Credit forms access

Academic History & Advising

☐ Advising Inquiry ☐ Academic History Inquiry ☐ Undergraduate Students

☐ Advising Update ☐ Academic History Update ☐ Graduate Students

Course Catalog & Class Scheduling

☐ Catalog Detail Inquiry ☐ Class Scheduling Inquiry

☐ Catalog Detail Update (Registrar's Office Staff only) ☐ Class Scheduling Update (Requires Special Training before access given)

Extended Education ☐ Flex Reg forms access

Registration/Fees

☐ Registration Inquiry (INB/Self Service) ☐ Registration Drop/Add (INB/Self Service) ☐ Registration Overrides (INB/Self Service)

☐ Fees Inquiry (Self Service) ☐ Fee Adjustments (Registrar's Office Staff only)

☐ View Class Lists (Self Service) **Note:** If you are required to **enter or approve grades,** please include a copy of a written request for this access from your department head that identifies for which department(s) you will be entering/approving grades.

Notes:_____

_____

Aurora User Access Request

SECURITY OF USER IDS AND PASSWORDS
Your User ID and password may not be shared with anyone. This account is set up for only your use. You may not log anyone else on with your User ID or password. Do not leave your Aurora account up and running while you are out of your office. To secure your account, either log off the system or protect your PC with a password (e.g. screen saver password).

CONFIDENTIALITY OF STUDENT RECORDS
The confidentiality of student records is governed by Freedom of Information and Protection of Privacy Act (FIPPA), as outlined in University Policy 216. If you do not have the student's written consent, then you require approval by the President, the Vice President (Academic) and Provost, the Vice President (Administration), the Vice Provost (Student Affairs), the Executive Director of Enrolment Services or the Registrar (or their designates) to permit the exercise of the statutory exceptions to the confidentiality of student records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

CONFIDENTIALITY
I understand that under mandate of provincial FIPPA legislation identified on this form, University policy protects the confidentiality of student records (including student academic histories and financial statements) and information contained in student records. Without the student's written consent, I will not disclose student records or information contained in student records to any person or organization outside the University or to any office or individual within the University community unless that University office or individual has been determined by the University to have an authorized educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described above, I will destroy all copies so that they are no longer recognizable. I will access and use the student records and information in those records solely for the authorized educational purpose(s) related to my University employment.

By signing below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all student records I access through my Aurora account. I understand that failure to comply with the restrictions outlined on this form concerning security of my Aurora User ID and password and use of student information may be subject to revocation of Aurora access and disciplinary action.

_____   _____
User's Signature   Date

Approved by:

_____   _____
Dean, Director or Department Head – **Please sign and then print name**   Date

When complete, send to: **Registrar's Office**   For questions, contact your Records Advisor:
                        400 University Centre   **http://intranet.umanitoba.ca/registrar/contact.html**
                        Fax: 275-2589

Office Use Only:

Aurora Access granted: As requested _____   With Modifications _____

User Profile(s) Assigned _____

_____

Additional Access Assigned _____

_____

Account Assigned by _____   Date _____

_____
Signature