

# CUNY Coursedog User Access Request Form

**Please note:** This form is required in order to request access to the Coursedog system. This form must be approved by the employee's manager. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

## EMPLOYEE INFORMATION SECTION (Please Print) :

|                                                                                                                                    |                |                     |
|------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|
| Last Name:                                                                                                                         | First Name:    | MI:                 |
| CUNYfirst (Empl ID)*:                                                                                                              | Job Title:     |                     |
| Business Unit / Campus:                                                                                                            | Dept / Office: |                     |
| Work Phone:                                                                                                                        | Ext:           | CUNY email address: |
| Employee: <input type="checkbox"/> Full time <input type="checkbox"/> Part time      If you are a student, please specify college: |                |                     |

## CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from this system and its related components is considered confidential and MAY NOT be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the Coursedog system.

Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, CUNY IT Security Procedures ([security.cuny.edu](http://security.cuny.edu)), rules and regulations, and applicable collective bargaining agreements.

|                                                                                                                                                                                                                                                                                                        |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Employee's Signature:                                                                                                                                                                                                                                                                                  | Signature Date:                        |
| <b>In the absence of written signature:</b> Employees may accept the Confidentiality Statement in CUNYfirst. Go to url: <a href="http://home.cunyfirst.cuny.edu">http://home.cunyfirst.cuny.edu</a> , log in and click on: Employee Self Service > Other Employee Tasks > CF Confidentiality Statement | <b>Confidentiality Agreement Code:</b> |

## Managerial Request (Requesting Supervisor):

|                                                                                                                                           |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Business Unit / Campus:                                                                                                                   | Department / Office: |
| Last Name:                                                                                                                                | First Name:          |
| Signature:                                                                                                                                | Signature Date:      |
| <b>In the absence of written signature:</b> Please email your approval to the appropriate campus party, per your campus' request process. |                      |

Action Requested (Check Only One): ☐ **Add Access** ☐ **Remove Access** ☐ **Delete All Access**

**Scheduling** (select only one)

|                          |                           |                                                                               |
|--------------------------|---------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> | CU_CDCS_DeptScheduler     | Provides access to Schedule Edits for Departments.                            |
| <input type="checkbox"/> | CU_CDCS_Faculty_Workload  | Provides access to Faculty Workload Edit.                                     |
| <input type="checkbox"/> | CU_CDCS_ScheduleViewer    | Provides view access to Schedule.                                             |
| <input type="checkbox"/> | *CU_CDCS_CampusAdmin      | Provides access to Administrative Component for Scheduling.                   |
| <input type="checkbox"/> | *CU_CDCS_DeptSchedulerAll | Provides access to Schedule Edits for Departments regardless of Phase / Term. |

**Events** (select only one)

|                          |                              |                                                                      |
|--------------------------|------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> | CU_CDEM_EventRequestor       | Provides access to request Events.                                   |
| <input type="checkbox"/> | CU_CDEM_EventViewerReporting | Provides access to view Events w/ additional reporting capabilities. |
| <input type="checkbox"/> | CU_CDEM_EventViewer          | Provides access to view Events.                                      |
| <input type="checkbox"/> | *CU_CDEM_CampusAdmin         | Provides access to Administrative Component for Catalog.             |
| <input type="checkbox"/> | *CU_CDEM_EventManager        | Provides access to Managing Events.                                  |

**Catalog** (select only one)

|                          |                         |                                                          |
|--------------------------|-------------------------|----------------------------------------------------------|
| <input type="checkbox"/> | CU_CDCM_CatalogViewer   | Provides view access to catalog administrative pages.    |
| <input type="checkbox"/> | *CU_CDCM_CampusAdmin    | Provides access to Administrative Component for Catalog. |
| <input type="checkbox"/> | *CU_CDCM_DeptMaintainer | Provides edits access to specific dept catalog pages.    |

**Curriculum** (select only one)

|                          |                                 |                                                                    |
|--------------------------|---------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> | *CU_CDCP_CampusCoordinator^     | Provides access to submit BOT/CEP Curriculum proposals.            |
| <input type="checkbox"/> | *CU_CDCP_CatalogAdmin^          | Provides access to Registrar Administrative Component for courses. |
| <input type="checkbox"/> | *CU_CDCP_CurriculumViewer       | Provides access to view BOT/CEP Curriculum proposals.              |
| <input type="checkbox"/> | *CU_CDCP_DegreeWorksCoordinator | Provides access to perform Scribe Generator.                       |
| <input type="checkbox"/> | *CU_CDCP_DegreeMapCoordinator   | Provides access to create DegreeMaps for program requirements.     |

\* Requires approval from the Office of University Registrar

^ Select both only if the employee works both roles

**SACR DATA PERMISSIONS**

| Security Type                                                      | Value |
|--------------------------------------------------------------------|-------|
| Institution - Grant a user access to an Academic Institution(s).   |       |
| Academic Org - Grant a user access to an Academic Organization(s). |       |

**Special Considerations or Comments:**

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**APPROVALS****In the absence of written signature:** Please email your approval to the appropriate campus party, per your campus' request process.**Student Records - Campus Approval:**

|            |                 |
|------------|-----------------|
| Last Name: | First Name:     |
| Signature: | Signature Date: |

**Student Records - Central Approval:** (if required)

|            |                 |
|------------|-----------------|
| Last Name: | First Name:     |
| Signature: | Signature Date: |