

Brandeis University Graduate School of Arts and Sciences

Slate User Access Request Form

User's Name _____

Brandeis Account ID (this must be the beginning of your **official** email; Slate will not recognize an alias) _____

Program(s) Access Needed (example: PhD in Physics) _____

Please select user type (select one box only):

- Department or Program Chair/Director of Graduate Study
 - Faculty Member, including admission committee members (not a Department Chair or DGS)
 - Administrative Staff
 - Student Worker (*Students are not normally granted access to other students' records. Please attach a detailed explanation for such a request. Student Workers will be asked to sign an additional confidentiality form before being granted access to Slate if their access is approved*)
 - Other (Please describe your need for access to GSAS admission records)
- _____

User's Confidentiality Agreement

Administrative data systems and information are used for the official business of Brandeis University. I understand that as an administrative data user I share in the responsibility of safeguarding the privacy and confidentiality of all current and past employees, applicants, and students. I understand that access to the system is granted only with administrative approval, and that it may be revoked at any time and for any reason by GSAS or ITS. Any misuse of confidential information may be grounds for disciplinary action up to and including termination. I further understand that I may use this information only in conjunction with the duties and responsibilities of my position. Any other use of such information may be grounds for disciplinary action up to and including termination. I will inform my supervisor or GSAS promptly of any inadvertent breach of confidentiality or security on my part.

By signing below, I accept responsibility for work done using my account, and for maintaining the confidentiality of the data. I also agree that I will not share my password with anyone, or allow others to access data using my account.

User's Signature _____ Date _____

A supervisor's signature is required for all users with the exception of Department Chairs and Directors of Graduate Study. Faculty committee members, readers, admission committee chairs, and those faculty members serving in an informal capacity must receive supervisory approval from the Department Chair or DGS. Student workers will be required to sign an additional Confidentiality Agreement once their access is approved.

I approve this application for an account for the above named applicant. I further agree to notify ITS, Human Resources, and GSAS if this person leaves the department, the University, or has a change in duties requiring a change to their administrative data access. You can notify GSAS by emailing gsas@brandeis.edu.

Supervisor's Name (printed) _____

Date _____

Supervisor's Signature _____

GSAS approval is required for all users. Please email signed forms to gsas@brandeis.edu.

Forms without signatures will not be processed.

Access is normally provisioned within two business days.