

**PAWS ACCESS AUTHORIZATION REQUEST FORM**

For Use By: Student Financials

**Section 1 - User Information**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 School/College/Department \_\_\_\_\_ Your ePantherID \_\_\_\_\_  
 Campus Building and Room Number \_\_\_\_\_ Campus Phone \_\_\_\_\_  
 Last 4 of SSN \_\_\_\_\_ **OR** Birth Month/Day \_\_\_\_\_

Request is for a Student Employee

**Section 2 - Requested Access**

Same access as: Name \_\_\_\_\_ ePantherID \_\_\_\_\_

**OR**

**Choose level of access below**

<b>Area</b>	<b>Level of Access</b>
Student Financials	Update <b>OR</b> Inquiry
	Graduate Undergraduate Both

**Section 3 - Read, Print Form and Sign**

I acknowledge that:

- PeopleSoft PAWS is a copyrighted product of Oracle Corporation that has been licensed to University of Wisconsin-Milwaukee with certain restrictions as to its use.
- I cannot use the product to process data other than that of University of Wisconsin-Milwaukee
- I cannot make available or disclose the contents of the PeopleSoft product or any portion thereof to parties outside the University of Wisconsin System, nor can I make unauthorized copies of the PeopleSoft product.
- I cannot seek personal benefit or permit others to benefit personally from information contained in PAWS.
- The Family Educational Rights and Privacy Act protect the privacy and confidentiality of student records. I also acknowledge that access to student records is allowed only to UW-Milwaukee staff that has a legitimate educational purpose. I acknowledge that it is impermissible to release student record information to any unauthorized third party.
- I cannot divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with University and departmental policies.
- I cannot knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I cannot divulge personal ID's or passwords to anyone, regardless of their affiliation with UW-Milwaukee.

**I understand that conduct on my part that disregards the above indicated employment expectations might be cause for immediate dismissal or other appropriate disciplinary action.**

\_\_\_\_\_  
 Applicant's Signature Date

\_\_\_\_\_  
 Supervisor's Signature Date

Supervisor's ePantherID \_\_\_\_\_

Supervisor's Campus Phone \_\_\_\_\_

<b>Office Use</b>	Date custodian sent form to security _____
<input type="checkbox"/> CRSE <input type="checkbox"/> FERPA	EmplID _____
Data Custodian Signature _____	Date _____
Role(s) _____	