

**UW-Milwaukee**  
**PAWS ACCESS AUTHORIZATION REQUEST FORM (Grade Change Approval Only)**  
**For Use By: Records/Grades**

**Section 1 - User Information**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 School/College/Department \_\_\_\_\_ ePanther ID (not campus ID) \_\_\_\_\_  
 Campus Building and Room Number \_\_\_\_\_  
 Campus Phone \_\_\_\_\_  
 Last 4 of SSN \_\_\_\_\_ **OR** Birth Month/Day \_\_\_\_\_

**Section 2 - Requested Access**

<b>Area</b>	<b>Level of Access</b>
Update	Grade Change Approval

**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 cannot request ePanther credentials from or use them on behalf of a student to conduct transactions in PAWS.

**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

\_\_\_\_\_  
 Grades Representative Signature Date  
 Representative's ePanther ID: \_\_\_\_\_  
 Representative's Campus Phone: \_\_\_\_\_

**Office Use**

Date form sent to security \_\_\_\_\_

EmplID \_\_\_\_\_

Data Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Role(s) \_\_\_\_\_