

Do you have a change in graduate personnel? There are two steps to receive AIM and Graduate Studies access. Graduate Secretaries; follow the steps in the colored box that best fits your situation.

New Hire - Replacing Graduate Secretary - Graduate Update role

Step one: Registrar's Office - <http://saas.byu.edu/registrar/index.php>

1. AIM Access tab
2. AIM Access Request form
Complete 'Employee Information' and Section A (Replace existing employee)
3. View FERPA Training Video
Sign the 'Confidentiality of Records' form and initial 'watched FERPA DVD'
4. Deliver forms to Information Partner
5. Information Partner – reviews request and signs form
Send forms to the Registrar's Office – both forms required
6. Registrar's Office sends email notification that access has been granted

Step two: Graduate Studies - http://www.byu.edu/gradstudies/images/forms/OGS_Form_3.pdf

1. Complete Personnel Change Notification form – send to Graduate Studies
(Various access includes AIM, listserv, ApplyYourself, Connect, ETD review, etc.)
2. Graduate Studies sends email notification that access has been granted with login credentials for ApplyYourself and ETD review instructions

New Assignment – Graduate Coordinator or Department Chair – Graduate Display role

Step one: Registrar's Office - <http://saas.byu.edu/registrar/index.php>

1. AIM Access tab
2. AIM Access Request form
Complete 'Employee Information' and Section C (specify access role)
Access role – 'Graduate Display'
3. View FERPA Training Video
Sign the 'Confidentiality of Records' form and initial 'watched FERPA DVD'
4. Deliver forms to Information Partner
5. Information Partner – reviews request and signs form
Send forms to the Registrar's Office – both forms required
6. Registrar's Office sends email notification that access has been granted

Step two: Graduate Studies - http://www.byu.edu/gradstudies/images/forms/OGS_Form_3.pdf

1. Complete Personnel Change Notification form – send to Graduate Studies
(Various access includes AIM, listserv, ETD review, etc.)
2. Graduate Studies sends email notification that access has been granted with ETD review instructions if needed

New Assignment – Faculty member who reviews graduate applications – Faculty Grad App Review - Display

Step one: Registrar's Office - <http://saas.byu.edu/registrar/index.php>

1. AIM Access tab
2. AIM Access Request form
Complete 'Employee Information' and Section C (specify access role)
Access role – 'Faculty Grad App Review'
3. View FERPA Training Video
Sign the 'Confidentiality of Records form' and initial 'watched FERPA DVD'
4. Deliver forms to Information Partner
5. Information Partner – reviews request and signs form
Send forms to the Registrar's Office – both forms required
6. Registrar's Office sends email notification that access has been granted

Step two: Graduate Studies - http://www.byu.edu/gradstudies/images/forms/OGS_Form_4.pdf

1. Complete 'Access Request Graduate Online Application Review' (OGS Form 4) – send to Graduate Studies
2. Graduate Studies sends email notification that Imaging access has been granted

When an employee no longer needs graduate screen access

- Contact both Graduate Studies and the Registrar's Office to expire access immediately.

Graduate Studies

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Registrar's Office

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