



GRADUATE STUDIES
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 Web: <http://www.byu.edu/gradstudies>
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Access Request
Graduate Online Application Review
 OGS Form 4

The following faculty member requests access to be able to review graduate applications in AIM and in Imaging.

Faculty Information

Date (MM/DD/YYYY)	Email address
Net ID	Address
Name	Phone
Department	AIM Access form sent to info Partner: <input type="checkbox"/> Yes <input type="checkbox"/> No
Program code(s)	Imaging Access: <input type="checkbox"/> Yes

Department Approval

Name of Graduate Coordinator or Department Chair (Please Print) _____

Signature of Graduate Coordinator or Department Chair _____ Date _____

Comments:

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

Office Use Only:

- AIM (apd05) Imaging
 Excel spreadsheet (Review tab)