



# CANELINK SECURITY ACCESS REQUEST FORM

(Student Financials)

This form is used to request new or a change in an employee's security role access in CaneLink. Please complete the form and email to [ITSupportCenter@miami.edu](mailto:ITSupportCenter@miami.edu) using your UM email account.

## REQUESTOR: (UM FACULTY OR STAFF)

<b>Name:</b>	<input type="text"/>	<b>E-mail:</b>	<input type="text"/>
<b>Cane ID:</b>	<input type="text"/>	<b>UM ID:</b>	<input type="text"/>
<b>Phone :</b>	<input type="text"/>	<b>Dept/Sch:</b>	<input type="text"/>

**NOTE:** You are responsible for getting your supervisor's access agreement, ahead of time, to your access request. Supervisors will receive copies of access notifications and correspondence.

## APPROVER: (UM MANAGER/SUPERVISOR)

<b>Name:</b>	<input type="text"/>	<b>Title:</b>	<input type="text"/>
<b>UM ID:</b>	<input type="text"/>	<b>E-mail:</b>	<input type="text"/>
<b>Phone :</b>	<input type="text"/>	<b>Dept/Sch:</b>	<input type="text"/>

**NOTE:** Supervisors are responsible for reporting employee transfers and terminations.

It is important to understand that the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (GLBA); which protects student personal and financial data from unlawful use and disclosure. Please click the below links to review the University's interpretation of FERPA and GLBA.

[University's Interpretation of FERPA](#)

[Gramm - Leach - Bliley Act \(GLBA\)](#)

It is also expected that users will become familiar with the University's Acceptable Use of Computing Information and Technology Resources policy and be responsible for keeping passwords secret and that they will not use anyone else's password to access student information.

[Acceptable Use of Computing Information and Technology Resources](#)

I have read, understand and will comply with the above links and this agreement. **(For Requestor Only)**

<b>Name:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>

**ACCESS REQUEST**

**Request Type:**  New  Update  Remove (No longer UM Employee) **Cane ID:**

**PROFILE REQUEST**

**Profile Type:**

- New
- Copy

**Copy User Access:**

Name:   
Cane ID:

UM ID:

Is this person being replaced?  Yes  No

If yes, does this person still need access?  Yes  No

**FUNCTIONAL ACCESS**

(Please select at least one function)

- View Corporate Accounts  View Customer Accounts  View Student Services Center
- View Third Party Contract  Run SF Transaction Report (Budget and Treasury Approval Required)
- Other (Enter in 'Comments' section below)

**Comments:**

**DEPARTMENT SECURITY**

(Data Warehouse/OBIEE)

- School/College Level:  Specify or  ALL
- Department Level:  Specify
- I need access to Athlete information.

**ROW LEVEL / DATA SECURITY**

**Security Type:**

- BioDemo (SSN & DOB):  Full  Partial  None
- Institution/Campus:  GABLE  LAW  MED  RMC
- Institution/Career:  GRAD  LAW  MED  NOCR  UGRD
- Academic Program:  Specify or  ALL

**DEPARTMENT SUPERVISOR APPROVAL**

I (Print Supervisor's Name) \_\_\_\_\_ approve access for the above named person. My signature below acknowledges I have read and agree with this form.  
(Supervisor's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**DATA CUSTODIAN APPROVAL**

**Comments:**

I (Print Data Custodian's Name) \_\_\_\_\_ approve access for the above named person. My signature below acknowledges I have read and agree with this form.  
(Data Custodian's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Please complete the form and email to [ITSupportCenter@miami.edu](mailto:ITSupportCenter@miami.edu) using your UM email account.