



DegreeWorks Access Request Form

Please type or print legibly. This form is required in order to request access to the DegreeWorks System. This form must be signed and approved by the employee's supervisor and appropriate data steward. Supervisors should email this form to the appropriate Data Steward for authorization. A link to the list of Data Stewards appears on the bottom of this form.

Form with fields: Name, NetID, Banner ID\*, Title and Department, Phone, Supervisor's Name, Title, and Phone Number, Employee Classification (Faculty, Staff, Student, Temporary Employee/Other), Type of Request (New Account, Modify Existing Account, Delete Account)

\* Request will not be processed without the employee's Banner ID.

DegreeWorks Access

Please ADD the DegreeWorks role listed below (Select only one):

Table with 2 columns: Role, Description. Roles include: Advisors who can post exceptions and notes [SRNADV], Scribing Dean [SRNDEAN], Super User [SRNREG]

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Data Steward Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A list of Data Stewards can be found at: https://security.georgetown.edu/node/621