Request for SAS Academic Access

Please complete this form to request access to SAS academic reports. Once completed, sign it and gather the required approval. Send the completed and signed form to Enrollment Management Operations via email to pcash@utk.edu.

Name: ____________________________  Request Date: ________________
(Last First Middle Suffix)                    
NetID: ___________________ Email: ___________________________ Phone:_____________________

UT Position/Job Title: ________________________________________________________________

College: ___________________ Dept: _____________________

Available SAS Applications for Academic Reporting

- Academic Unit Stats
- Enrollment Management
- Graduate Blueprint
- Student Success

To be provided adequate access to secured reports, please enter the colleges and departments for which you are authorized to access related data.

<table>
<thead>
<tr>
<th>Academic Data Requested</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Example: 16 - College of Arts &amp; Sciences</td>
<td>Department Example: 144 - Chemistry</td>
</tr>
<tr>
<td></td>
<td>College</td>
</tr>
</tbody>
</table>

☐ Check this box if the requester requires developer level access.

Please provide an explanation of how the requester intends to use SAS and the related data. Access is granted based on an acceptable explanation and the requester’s job function or role within the University.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

☐ By checking this box, I confirm that I have completed all FERPA training as required by the University.

Signature: ____________________________ Date: ____________________________

Approval Required by a Dean, Director, or Department Head

Approved by: ____________________________ Title: ____________________________

Signature: ____________________________ Date: ____________________________

Last updated 06/07/2021