

# 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](mailto: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.

Academic Data Requested		Office Use Only	
College Example: 16 - College of Arts & Sciences	Department Example: 144 - Chemistry	College	Department

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: \_\_\_\_\_  
Please Print Please Print

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