

**MaineStreet Campus Solutions Student Access Request Form**  
**Please READ FORM and ASTERISK(S) CAREFULLY**

Access is for: EmplID\* \_\_\_\_\_ Name\*: \_\_\_\_\_

If known, access should be the same as EmplID\* \_\_\_\_\_ Name\*: \_\_\_\_\_

Requester is/was a Student: Yes \_\_\_\_\_ No \_\_\_\_\_ Requester is a Student Worker \*\* Yes \_\_\_\_\_ No \_\_\_\_\_

Grant access to the following \* (check ALL that apply):

- CSPRD - **Production** (Enterprise Application > Campus Solutions)
- CSRPT - **Reporting** (View only) USM Reports BEGIN with USM\_SR (for Student Records)
- Portal** (Home Page of MaineStreet)
- Student Recruiting/Admissions:** View \_\_\_\_\_ Update \_\_\_\_\_
- 3C: View \_\_\_\_\_ Update \_\_\_\_\_
- Student Records:**
- Campus Community: View \_\_\_\_\_ Update \_\_\_\_\_
- Records and Enrollment: View \_\_\_\_\_ Update \_\_\_\_\_
- Enrollment PIN: View \_\_\_\_\_ Update \_\_\_\_\_
- Combined Roster: View \_\_\_\_\_ Update \_\_\_\_\_
- Multi-Institution Term Summary: View \_\_\_\_\_
- Quick Enroll: Update \_\_\_\_\_
- Quick Admit: Update \_\_\_\_\_
- Enrollment Request: View \_\_\_\_\_
- Term Activate: Update \_\_\_\_\_
- Curriculum Management: View \_\_\_\_\_ Update \_\_\_\_\_
- Maintain Schedule of Classes: View \_\_\_\_\_ Update \_\_\_\_\_
- Class Roster: View \_\_\_\_\_
- Grading/Grade Roster: View \_\_\_\_\_ Update \_\_\_\_\_
- Student Financials:** View \_\_\_\_\_ Update \_\_\_\_\_
- Financial Aid:** View \_\_\_\_\_ Update \_\_\_\_\_
- Faculty Center:**
- Subject of Courses: \_\_\_\_\_
- Multi-Campus Instructor? If so, list campus' \_\_\_\_\_
- Type: Full \_\_\_\_\_ Part \_\_\_\_\_ Reg \_\_\_\_\_ Temp \_\_\_\_\_ Contract End Date \_\_\_\_\_
- Other:** (Specify) \_\_\_\_\_

<b>IR Use Only:</b>	
<input type="checkbox"/>	<b>CSPRD</b>
<input type="checkbox"/>	<b>CSRPT</b>
<input type="checkbox"/>	<b>Portal</b>
<input type="checkbox"/>	<b>RA</b>
<input type="checkbox"/>	<b>SR</b>
<input type="checkbox"/>	<b>SF</b>
<input type="checkbox"/>	<b>FC</b>
<input type="checkbox"/>	<b>FA</b>
<input type="checkbox"/>	<b>Other</b>
<input type="checkbox"/>	<b>StdWrk</b>
<input type="checkbox"/>	<b>Notified</b>
_____	

By signing this form, I, \_\_\_\_\_, understand the information being accessed is covered by the Family Education Rights and Privacy Act (FERPA) and, that I will abide by the USM Confidentiality of Student Records Policy as stated in the following link: <http://www.usm.maine.edu/reg/CONFIDENTIALITY.htm> . It is also required that you review the USM Checklist for Safeguarding Information on-line at : <http://www.usm.maine.edu/sirs/GLB%20safeguarding%20information.html> .

NAME (Printed) \_\_\_\_\_ PHONE \_\_\_\_\_  
 SIGNATURE\* \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Supervisor, Chair or Dean to whom the requester is responsible\*\*:**

NAME (Printed) \_\_\_\_\_ PHONE \_\_\_\_\_  
 SIGNATURE\*\*\* \_\_\_\_\_ DATE \_\_\_\_\_

\* Required fields in order to process request. Incomplete forms will NOT be processed and will NOT be returned to Requester.

\*\* If a Student Worker or Faculty/Staff Member are released from his/her responsibilities under your direction, **you, the authorizing supervisor, are responsible for notifying Information Reporting** via email ( [patdavis@maine.edu](mailto:patdavis@maine.edu) ) .

\*\*\***ACCESS WILL NOT BE GRANTED WITHOUT A DEAN OR SUPERVISOR SIGNATURE.** If a signature is not available to you in a timely manner, a WRITTEN NOTIFICATION from your Supervisor or Dean must be received along with this request form. Written notification includes either an email from the Dean or Supervisor using an @usm.maine.edu address or a letter faxed or sent inter-campus or USPS. The requester has two business weeks from the time access is granted to get the Supervisor or Dean to sign the form and return it using the return information below. Failure to do so will result in immediate removal without notification.

Return/Scan form(s) to: Pat Davis, Dir., Information Reporting, 202-B Corthell Hall, Gorham  
[patdavis@maine.edu](mailto:patdavis@maine.edu) (Phone) 207-780-5911 (Fax) 207-780-5517