

# Documentum Authorization Form

## Office of the Registrar

Email: Registrar@uth.tmc.edu Fax:(713)-500-3356

*Documentum Access can be granted to staff who require academic records to carry out their job duties. Complete this form and submit it to the Office of the Registrar via the email shown above. Submitting this form directly to Information Technology (IT) may delay processing as Registrar's Office approval is required for access to student records.*

Name:

Phone:

Dept:

Bldg Cde/Room:

E-mail Address:

Select the type of action for this authorization:

Select the type of document activity:

New ID     Change Access     Delete ID

Scan new     View existing

School or Office:

**Student Records information is confidential information protected by the Family Educational Rights and Privacy Act (FERPA). It is the responsibility of the employee to protect and hold confidential all applicant/student data according to FERPA.**

Schools: \_\_\_\_\_  
*Signature—Assoc Dean/Div Director*                      *Print Name*                      *Date*

Registrar: \_\_\_\_\_  
*Signature*                      *Print Name*                      *Date*

All individuals are responsible for the management of information resources and are accountable for their actions relating to information resources security. Individuals using information resources are expected to know and comply with published university policies and procedures. By signing this contract, you agree to only use the userid/password for the purpose intended and not to share or disclose a password. Failure on the part of any individual to comply may result in disciplinary action including suspension without pay or termination of employment or contract. A person may be subjected to civil or criminal legal sanctions when a violation occurs. It is the responsibility of all personnel to report any suspected criminal or confirmed violations of this policy to the Registrar's Office or appropriate management.

Employee: \_\_\_\_\_  
*Signature*                      *Print Name*                      *Date*