

Navigate User Access Form Instructions:

- Complete the "EMPLOYEE INFORMATION SECTION."
- Sign your name and date in the section "CONFIDENTIALITY STATEMENT."
- Select the appropriate role:
 - "CU_EAB_Acad_Advisor" for advisement
 - "CU_EAB_Acad_Leader" for chairs, program directors, deans, etc.
- Have your supervisor complete and sign the "Managerial Approval (Requesting Supervisor)" section.
- Submit completed form using using [Dropbox](https://www.dropbox.com/request/PsgomHuAUCjAV3qcJZxC): <https://www.dropbox.com/request/PsgomHuAUCjAV3qcJZxC>

Please note: This form is required in order to request access to the EAB system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel job action.

EMPLOYEE INFORMATION SECTION (Please Print):		
Last Name:	First Name:	MI:
CUNYfirst Empl ID:	Job Title:	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time** If you are a student, please specify college: ** _____		
Business Unit / Campus:		
Dept / Office:		
Work Phone:	Ext:	CUNY email address:
CONFIDENTIALITY STATEMENT (Must be signed by the Employee):		
I understand that the data obtained from this system and its related components is considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the EAB system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, CUNY IT Security Procedures (security.cuny.edu), rules and regulations, and applicable collective bargaining agreements.		
Employee's Signature: _____		Signature Date: _____
<small>In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu, log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement</small>		Confidentiality Agreement Code: _____

Managerial Approval (Requesting Supervisor) :	
Business Unit / Campus:	Department / Office:
Last Name:	First Name:
Signature:	Date:

In the absence of written signature: Please email your approval to the appropriate campus party, per your campus' request process.

ADD	DELETE	ROLE	DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Acad_Advisor	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases, campaigns, note-taking. Access to Advising Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Acad_Adv_Ltd	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases. Access to Advising Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Career_Advisor	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases, campaigns, note-taking. Access to Career Advising Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Career_Adv_Ltd	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases. Access to Career Advising Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_FA_Advisor	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases, campaigns, note-taking. Access to Financial Aid Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_FA_Adv_Ltd	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases. Access to Financial Aid Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_SF_Advisor	Ability to access all student profiles: appointment scheduling, issuing alerts for students, and managing cases, campaigns, note-taking. Access to Student Financial/Bursar Aid Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Tutor	Ability to manage own tutoring appointments, Basic tutoring functionality: Add tutor notes. No access to student profiles. Access to Tutoring Care Unit.

**** An approved Data Access Waiver may additionally be required for students, consultants and other non-full-time employees. Requirements can be found in the CUNY Information Technology Security Procedures found at security.cuny.edu under Policies and Procedures.**

<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Tutor_Admin	Ability to manage all tutoring appointments, Basic tutoring functionality: add and view tutor notes. Access to all student profiles. Access to Tutoring Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Front_Desk	Ability to start Appointment Center and Kiosk. Ability to schedule/cancel/edit all appointments. No access to student profiles.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Peer_Advisor	Ability to add advising notes. No access to student profiles. Access to Advising Care Unit.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Acad_Leader_Ltd	Access to all historical and current student, analytics. Ability to access all student profiles. Access to All Care Units.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_Acad_Leader	Access to all historical and current student analytics. Ability to access all student profiles, Core case management functionalities: issuing alerts for students, and managing cases. Ability to manage progress report campaigns. Access to All Care Units.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_App_Admin_Ltd	Limited access to all data, functions, and admin features.
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_API_Access_Campus*	Full access to all campus data via API. <i>*Requires Central Student Records Approval</i>

Central Office Only Administrator Role(s):

ADD	DELETE	ROLE	DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_API_Access*	Full access to all data via API. <i>*Central Office Administrator Only</i>
<input type="checkbox"/>	<input type="checkbox"/>	CU_EAB_App_Admin*	Full access to all data, functions, and administration features. <i>*Central Office Administrator Only</i>

Data Security:

ADD	DELETE		Select academic institutions(s) user can access. <i>Multi-institution access is for University Central Office Administrator Only.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Academic Institution Data Security Route Control	<div> <input type="checkbox"/> Baruch College <input type="checkbox"/> Lehman College </div> <div> <input type="checkbox"/> Brooklyn College <input type="checkbox"/> Medgar Evers College </div> <div> <input type="checkbox"/> City College <input type="checkbox"/> NYC College of Technology </div> <div> <input type="checkbox"/> College of Staten Island <input type="checkbox"/> Queens College </div> <div> <input type="checkbox"/> Graduate Center <input type="checkbox"/> School of Labor & Urban Studies </div> <div> <input type="checkbox"/> Hunter College <input type="checkbox"/> School of Professional Studies </div> <div> <input type="checkbox"/> John Jay College <input type="checkbox"/> York College </div>

Special Consideration or Comments: (List additional roles required below)

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APPROVALS

In the absence of written signature: BPO may email approval to the appropriate campus party, per your campus' request process.

Student Records - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Student Records - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

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