

New User: ____ Update: ____

**UNIVERSITY OF NORTH TEXAS – REGISTRAR’S OFFICE
DARwin USER ACCESS AUTHORIZATION**

Complete and return to DARS Coordinator, Registrar’s Office, ESSC, Rm. 212

Name: _____ Enterprise User ID (EUID): _____

EmplID: _____ Department/Office: _____ Phone: _____

Are you listed in Outlook? Y / N (If not, please provide an e-mail address:) _____

NOTE: This form does not authorize access to the Enterprise Information System (EIS).
DARwin access is granted/revoked independent of access to other systems.

All potential users **must** have completed training on the Federal Educational Rights
and Privacy Act (FERPA) **before** applying for DARwin access.

Check all that apply.

____ **Basic DARwin Access (including Run Audit)** – Able to view student data and run audits.
Roles to grant: BASIC_USER, DARS_SELECTONLY, RUN_AUDIT

____ **Academic Advising & Data Entry, Part 1** – Able to update student information, including
Degree Program, Exceptions, and Transfer Evaluation.

____ **Data Entry, Part 2** – Able to create, modify and delete courses on a student’s record.
NOTE: Must also have ‘Academic Advising & Data Entry, Part 1’.

____ **Degree Requirement Encoding** – Able to create, modify and delete DARwin encoding.

____ **Transfer Articulation Maintenance** – Able to create, modify and delete transfer articulation
rules in DARwin.

____ **Master Reference Maintenance** – Able to create, modify and delete Master Reference tables
in DARwin.

____ **‘Development’ System Access:** access to the DEV1 system/account in DARwin.

____ **‘Two-Tier’ DB Access:** access to the DARwin DB records for query purposes.
NOTE: Both require special approval from DARS Coordinator.

I understand that all information contained in DARwin is regulated by university policies and procedures.
Any unauthorized use of these systems could result in the loss of that privilege and possible disciplinary action.

**By signing below, I attest that I have completed the required FERPA training, and am aware of all
Federal, State and University regulations regarding the release of protected student record information.**

USER: _____ DATE: ____/____/____
(signature)

AUTHORIZATION: _____ DATE: ____/____/____
(School/College/Department approval required)

Form DW001
Revised: 6 May 2008

Registrar’s Office Use Only
Date Created/Updated: _____ Signoff: _____