

Administrative Albert Account Access Request Form

New York University
Office of the University Registrar
Student Information Systems

7 East 12th Street, 3rd Floor
New York, NY 10003
(212) 998-4848

I understand that it is my responsibility to safeguard my security codes and the student information that I am allowed to access using these codes. The access codes provided to me are for my exclusive use in carrying out my SIS related job responsibilities and should not be shared with other individuals.

.....
Employee Name (Please Print)

.....
Employee Signature

.....
NYU Email Address

.....
University ID NetID

.....
Position/Job Title

.....
Department or Division

.....
Authorized Approval Name

.....
Authorized Approval Signature

.....
Date

Please check this box if Advisor Clearance Access is required.

Your department Administrator should mail or fax the completed form to:

Office of the University Registrar
Student Information Systems Office
ATTN: SIS Office
7 East 12th Street, 3rd Floor
Mail code: 8916
Fax: (212) 995-4809

.....
For Office Use Only:
 Completed FERPA Tutorial