

Penn Course Evaluation Reporting Access Request Form

ID (Internal Use Only): _____

Penn Course Evaluation Reports provides standard web reports from the University's data collection. Access levels and required authorization may vary.

Part 1: Identification Information (please print)

Check one: New Access Terminate Access Change privileges – reason _____

Full Name (include middle initial): _____

Phone Number: _____ - _____ Organization Name: _____

Address: _____

Email Address: _____@_____ PennCard ID Number : _____ PennKey: _____

As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will maintain in strictest confidence the data to which I have access. Confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal copying of software, and any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy.

Requestor signature: _____ Date: ____/____/____ Expiration Date: ____/____/____

Part 2: Requested Reports

Please designate the reports to which you would like to have access, and then complete the corresponding access level information.

- A. Prelisting Report**
- B. Evaluation Response Report**

Part 2A - Requested Access for Prelisting Report:

Prelisting Report (Note: School Administrator access only)

Part 2B - Requested Access for Evaluation Response Report

<input type="checkbox"/> Evaluation Response Report (Note: Instructors are not required to complete form for access).	Specify level of access required. If multiple School Divisions or Departments are needed, include all separated by comma : <input type="checkbox"/> University Wide <input type="checkbox"/> School (AN, AS, DM, ED, EG, FA, LW, MD, NU, SW, VM,WH) : _____ <input type="checkbox"/> School Division (e.g. CGS, WH, WEM): _____ <input type="checkbox"/> School Department(e.g. ACCT, BIOL, CHEM): _____
---	--

Part 3: Authorizing Signatures

The person named above has my approval for the requested Course Evaluation Reports access.

School Administrator Signature: _____ Date: ____/____/____
 (Required for all the reports listed above, for University employees only. For listing of school administrators – visit https://evaluation.isc-seo.upenn.edu/blue/files/training/School_Admin_Contact_List.htm)

Send completed forms to:

Data Administration – Course Evaluation Report Access
 Suite 265C 3401 Walnut Street/6228

To request forms:

Email: evalsupport@lists.upenn.edu , or visit
<http://www.upenn.edu/computing/da/dw/forms.html>