Request for Argos Development / Production Account
Fax completed form to Enrollment Services Tech Team at 974-0727.

Please use this form to request an Argos account. To use Argos to run reports for the Student Informations System (Banner), you must have a INB Banner account.

Name:_____ Request Date:_____

        (Last   First   Middle   Suffix)

NetID:_____ E-mail:_____ Phone:_____

UT Position/Job Title:_____

College:_____Dept:_____

ARGOS Access Requested							
		ARGOS PRODUCTION			ARGOS DEVELOPMENT		
		Datablock Designer	Report Writer	Report Viewer	Datablock Designer	Report Writer	Report Viewer
	UTK Student Information Systems						
☐	Admissions – Graduate						
☐	Admissions – Monday Morning Reports						
☐	Admissions – Undergraduate						
☐	Bookstore						
☐	Financial Aid						
☐	Graduation						
☐	Registration						
☐	Security						
☐	Student Accounts Receivable						
☐	Student Data Resource						
☐	Time Table						
☐	UTSI						
☐	Institutional Research Administration						
☐	Center for International Education						
☐	Chancellor Reports						
☐	Dean of Enrollment Services						
☐	Dept. Accounts Receivable						
☐	Registrar College Reports						
☐	Student Life						
☐	Student Success Center						
☐	UTK Events						
☐	UTK Alumni Reports						
☐	UTK EAP (Educational Advancement)						

Revised 10/03/2018

		ARGOS PRODUCTION			ARGOS DEVELOPMENT		
		Datablock Designer	Report Writer	Report Viewer	Datablock Designer	Report Writer	Report Viewer
	OIT Applications						
☐	Transportation Services –Martin						
☐	Transportation Services –Knoxville						
☐	Treasurer's Office						
☐	Pinnacle						
	Other						
☐	ANDI						
☐	Quality Control						

Access Requested

If you are requesting user level access to the Academic Unit Stats (AUS) or the Academic Reporting Portal (ARP), please complete this section.

					Office Use Only		
		College	Dept.	Unit	College	Dept.	Unit
☐	Academic Unit Stats (AUS) – SAS						
☐	Academic Reporting Portal (ARP) – Argos						
☐	Graduate Blueprint						
☐	Executive Dashboard						

Provide an explanation of how you intend to use Argos. Access will not be granted without an explanation. Access will be granted based on your explanation and job function/role within the University.

_____
_____
_____

Revised 10/03/2018

CONFIDENTIALITY OF EDUCATION RECORDS

The confidentiality of education records is governed by The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. & 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tenn. Code Ann. & 10-7-504 (a)(4). Absent the student's written consent, review and approval by the Chancellor, the Dean of Students, the Asst. Provost of Enrollment Services, or the University Registrar (or their designees) is required for the exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

CONFIDENTIALITY AGREEMENT: I understand that under mandate of federal and state laws identified on this form, University policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records to any person or organization outside the University or (2) to any office or individual within the University community unless that University office or individual has been determined by the University to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for the following legitimate educational purpose(s) related to my University employment.

By signing below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access through my Argos account. I understand that failure to comply with these limitations is a violation of University policy subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my user ID and password is a violation of University policy subject to revocation of access and disciplinary action up to and including termination of employment.

Signature: _____ Date: _____

Approval required by Dean, Director, or Department Head

Approved by (Please print):_____ Title:_____

Signature:_____ Date: _____

Revised 10/03/2018