Advising Technology Tools and Access

Access to Advising Technology tools requires completion of the Registrar’s Office online F.E.R.P.A. tutorial and training.


2. Download PDF access request forms for ALL necessary technology tools. Completion of the F.E.R.P.A tutorial is required to gain access to most Security Authorization Request forms needed to request access to technology tools. Printing all request forms for each necessary technology tool will save time.

<table>
<thead>
<tr>
<th>Academic (Web) Reports</th>
<th>Student Records Web Reports Security Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Audit Report System (DARS)</td>
<td>DARS Security Authorization Form</td>
</tr>
<tr>
<td>MARS</td>
<td>MARS Security Authorization Form</td>
</tr>
<tr>
<td>PeopleSoft and Graduation Planning System (GPS)</td>
<td>Student Records Security Authorization form (initial request)</td>
</tr>
<tr>
<td></td>
<td>Student Records Security Authorization Change form (additional access)</td>
</tr>
</tbody>
</table>

3. Complete REQUIRED advisor training.

NOTE: In some cases, access is granted in two steps. You may be required to submit additional forms to gain access to all necessary technology functions.

TIPS: TECHNOLOGY TOOLS ACCESS TROUBLE-SHOOTING

1. Be sure to complete the FERPA Tutorial prior to requesting any security authorization. The Registrar’s Office enforces a strict policy of requiring completion of the FERPA Tutorial and Test to be within 6 months prior to any request for new access.  
   FERPA Questions: Linda Worischeck, Registrar’s Office, 585-6294 lworischeck@sa.utah.edu  
   Note: The Registrar’s Office will not process your request for access if they do not have record of FERPA Test completion.

2. Print ALL necessary Security Authorization Request Forms for access to any technology tools you need following completion of the FERPA tutorial.

3. Be sure to fully complete forms, including correct codes for access, as well as departmental authorization signature and person requesting access signature before sending forms to the Registrar’s office.

4. Fax all request forms and keep a copy in your employee file.

5. Security Authorization Requests can take up to two weeks to be processed.
CIS (Campus Information Services) – Employee Tab
Access to the Campus Information Services Web Portal is granted at the time of hire. If the new hire has been at the University of Utah in another capacity, the Employee Tab is activated by HR following the formal hiring process. New employee orientation information:
http://www.hr.utah.edu/training/orientation/campus/

PeopleSoft
PeopleSoft is the University of Utah’s official academic record database.

<table>
<thead>
<tr>
<th>All advisors will need access to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVSRVV Operator Class</td>
</tr>
<tr>
<td>UUPLANCH (&amp; codes for majors/minors)</td>
</tr>
<tr>
<td>MANDADV Operator Class</td>
</tr>
</tbody>
</table>

To Request Access:
Go to http://registrar.utah.edu/faculty/index.php Under Security Forms, click on Student Records Security Authorization form
Note: This will open the FERPA Tutorial applet. Please see advice about printing all access request forms needed at one time to avoid needing to repeat the FERPA Tutorial. Please contact the Registrar’s Office if you have questions.

To Change (Add) Access:
Go to http://registrar.utah.edu/faculty/index.php Under Security Forms, click on Student Records Security Change form (this will take you to a PDF form.)

PeopleSoft request Status:
Clint Hayward, Student Systems chayward@sa.utah.edu
581-8393

Resources for PeopleSoft Training:
Clint Hayward provides an overview of PeopleSoft and training on how to place and remove service indicators, add and drop courses, or make student program/plan changes, Clint must sign your security access form for these functions.

Training on Use of PeopleSoft for Campus-Wide Advising Programming:
Steve Hadley, University College shadley@uc.utah.edu
581-8335
Steve Hadley provides the PeopleSoft for Advisors training, which includes navigation to advising panels, as well as use of PeopleSoft for the Mandatory Advising (MAP) program. Steve must sign your security access form for MAP program functions.
DARS
DARS is the Degree Audit Reporting System. DARS assists the advising process. DARS is not the official documentation of an academic record, but it is the official tool for graduation clearance.

For Information: Go to [http://ugs.utah.edu/dars/about.php](http://ugs.utah.edu/dars/about.php)
Contains information about DARS training, terminology, exceptions, and FAQ's

To Request Access: Go to [http://registrar.utah.edu/faculty/index.php](http://registrar.utah.edu/faculty/index.php)
Note: This will open the FERPA Tutorial applet. Please see advice about printing all access request forms needed at one time to avoid needing to repeat the FERPA Tutorial. Please contact the Registrar’s Office if you have questions.

DARS Form Status: Emily Johnson, The Registrar’s Office 581-3737
emily.johnson@sa.utah.edu

DARS Training: Richelle Warr, University College 585-7490
rwarr@uc.utah.edu

GPS
The Graduation Planning System (GPS) is a tool that utilizes the DARS System for degree planning.

For Information: Go to [www.gps.utah.edu](http://www.gps.utah.edu)
Contains information about how students will be using GPS.

To Request Access: Access is granted when the PeopleSoft ADVSRVW Operator Class is requested and granted through the Registrar’s Office (see PeopleSoft section)

GPS Form Status: Clint Hayward, Student Systems 581-8393
chayward@sa.utah.edu

GPS Training: Richelle Warr, University College 585-7490
rwarr@uc.utah.edu

MARS
Is the database that housed student records prior to PeopleSoft. It contains student record information for students who attended the University of Utah prior to 1999.

To Request Access: Go to [http://registrar.utah.edu/faculty/index.php](http://registrar.utah.edu/faculty/index.php)
Under Security Forms, click on MARS Security Authorization Form
Note: This will open the FERPA Tutorial applet. Please see advice about printing all access request forms needed at one time to avoid needing to repeat the FERPA Tutorial. Please contact the Registrar’s Office if you have questions.

MARS Form Status: Robert Lake, Student Systems 587-9592
robert.lake@utah.edu
Web Reports (Academic Reports)
Web Reports are queries created by Student Systems. Some Web Reports are department-specific. Others are used university-wide. They can be necessary or useful in departmental and university-wide decision-making.

<table>
<thead>
<tr>
<th>Academic Reports Advisors Commonly Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List of Students By Major (Declared Majors)</strong></td>
</tr>
<tr>
<td>List students who are declared in a selected major/minor</td>
</tr>
<tr>
<td><strong>List of Student By Major (Enrolled Students Only)</strong></td>
</tr>
<tr>
<td>List students who are declared in a selected major/minor who are enrolled for a selected term</td>
</tr>
<tr>
<td><strong>Undergraduate GPA Rankings</strong></td>
</tr>
<tr>
<td>Lists students earned GPA</td>
</tr>
<tr>
<td><strong>Student Grades and Academic Summary</strong></td>
</tr>
<tr>
<td>Lists a student’s grades for a selected semester</td>
</tr>
<tr>
<td><strong>Student Schedules</strong></td>
</tr>
<tr>
<td>Lists a student’s class schedule for a selected semester</td>
</tr>
<tr>
<td><strong>Graduation Candidates by Major Web Report</strong></td>
</tr>
<tr>
<td>View graduation application status for graduation candidates</td>
</tr>
<tr>
<td><strong>Graduation Clearance Report</strong></td>
</tr>
<tr>
<td>Runs batch DARS to report back which students are cleared for graduation and which students have deficiencies for graduation.</td>
</tr>
</tbody>
</table>

To Request Access: Go to [http://registrar.utah.edu/faculty/index.php](http://registrar.utah.edu/faculty/index.php) Under **Student Team**, click on **Student Records Web Reports**

*Note: This will open the FERPA Tutorial applet. Please see advice about printing all access request forms needed at one time to avoid needing to repeat the FERPA Tutorial. Please contact the Registrar’s Office if you have questions.*

Web Report Form
Robert Lake, Academic Computing Services 587-9592

Status:
[robert.lake@utah.edu](mailto:robert.lake@utah.edu)