

Tufts University

SIS ONLINE ACCESS REQUEST FORM

Directions: Complete this form and submit it to the appropriate Dean (Find name by the item below that applies to you):

All Faculty & Academic Department Staff Affiliates (Dept Chair Must Sign): _____

Send Completed Form to: *Department Chair Signature*

- I am a Faculty Advisor - Chris Nwabeke, Dean of Advising, Dowling Hall, 710
- I am a Non-Faculty Advisor - Chris Nwabeke, Dean of Advising, Dowling Hall, 710
- I am a Non-Advising Faculty Member – JoAnn Smith, Student Services, Dowling Hall, 790
- I am a Department Assistant - JoAnn Smith, Student Services, Dowling Hall, 790
- I am a Student Teaching Assistant - JoAnn Smith, Student Services, Dowling Hall, 790

Administrative (Non-Academic Department Staff Member)

- I am a Non-Faculty Advisor - Chris Nwabeke, Dean of Advising, Dowling Hall, 710

I am a Graduate School Advisor Robin Kanarek, Dean of the Graduate School A&S, Ballou Hall, 1st Floor

Passwords: SIS passwords consist of 6-8 characters. Try to use a combination of alphanumeric characters that is not a common dictionary entry. Your signature indicates that you will abide by the Tufts University Information Technology Responsible Use Policy (<http://www.tufts.edu/tccs/usepolicy/responsibleuse.html>) and that you will respect the confidentiality of the students' information.

Requestor Use Only

Name: _____ (required)

Tufts Email Address: _____ (required)

Dept: _____ (required)

SSN: _____ (required)

Requested Password (6-8 characters) _ _ _ _ _ (optional)

Signature: _____ (required)

If you already have a SIS account, please enter the 4-digit SIS operator number:

Authorizing Dean's Signature: _____

(name by checked item in directions above)

Please forward this form to: SISTEAM, TCCS TAB3, Medford Campus

TCCS Use

Operator ID: _____