USC ApplyYourself System: User Account Request Form

EMPLOYEE PROFILE: (Please print clearly.)

First Name	Last Name	USC ID/ Employee #
Title/ Position	Phone Number	E-mail Address
Department	Division	Date/Signature

APPLICATION SYSTEM PRIVILEGES:

☐ Add/Edit Applications	Allows the user to manually enter application data. Within the system, this feature allows a user to open a new application form and fill in the data. It also allows a user to open an existing application and revise the data.
☐ Add/Edit Comments	This setting allows a user to add or revise text in the comments section for each record in the Applicant Record Screen
☐ Monitor Scheduled Email	Users with this privilege can monitor the progress of batch emails scheduled for delivery.
☐ Process Search Results	This setting gives a user the ability to perform actions on records resulting from a search – print labels, print application, add to a group, etc. This privilege does not include those restricted by other privileges. (E.g., Send Email)
☐ Run Exports	This setting enables a user to download application records into the format pre-defined in the Export Template.
☐ Run Reports	This setting enables a user to create a report of application records into the format pre-defined in the Report Template.
☐ Search for Applicant Records	This setting allows a user to query the database for Applicant records based upon a creation date, submission date, name, previously defined query, group, and action history.
☐ Send Email	This setting enables a user to send an individual email message or mass email.
☐ Update Supporting Document Status	This setting gives a user the ability to manually change the status of all supporting documents (E.g., transcripts, Recommendations, application fee, etc.) on the Applicant Record Screen.
☐ View Recommendation Details	Users granted this privilege are allowed to view an Applicant's Recommendation information so that they can provide tech support to Recommendation Providers.

Please list the programs/POSTS to which access is needed:_____

AUTHORIZED BY: (Department Manager, Dean, etc.) Please print clearly.

First Name	Last Name	Date/Signature
Title/ Position	Phone Number	E-mail Address
Department	Division	Mail Code

Please fax completed form to: (213) 821-0268. ***Thank you.***

NOTE: All users except those with authorized SIS accounts will have to complete the FERPA tutorial at http://www.usc.edu/dept/ARR/ferpa/tutorial/, and fax the confirmation with this user account request form.