

**Kent State University  
Request for GPS Access**

Instructions: Collect signatures and scan authorized form to [scribers@kent.edu](mailto:scribers@kent.edu).

**Section 1 – User information**

**(A) Employee Information**

Employee Name \_\_\_\_\_ Campus Phone \_\_\_\_\_  
 Department \_\_\_\_\_ Position/Title \_\_\_\_\_  
 FlashLine ID \_\_\_\_\_@kent.edu KSU ID \_\_\_\_\_

**(B) Access Requirements**

**Please Note: Training is required for access to GPS.**

**\*GPS Access cannot be granted to undergraduate students.**

Request type (check one):  Add User,  Remove User,  Replace Permissions

Access to (check all that apply):  Audit and Plan Notes update; Plan creation (ADVX)

Read only with Audit and Plan Notes Update (CLRK)

**Section 2 – Authorized Academic Units**

**GPS Audit (Unit Security Administrator)**

**NOTE: A signed "Secured Use and Confidentiality of University Records and Data" agreement must be on file with the college office before GPS security access is requested.  Form is on file.**

Select Authorized Academic Unit(s)	Signature of Academic Unit Security Administrator
Aeronautics & Engineering (AR)	
Architecture and Environmental Design (AE)	
Arts and Sciences (AS)	
Ashtabula Campus (AC)	
Business (BU)	
Communication and Information (CI)	
East Liverpool Campus (EC)	
Education, Health, Human Services (EH)	
Geauga Campus (GC)	
Honors College	
Nursing (NU)	
Podiatric Medicine (PM)	
Public Health (PH)	
Salem Campus (SA)	
Stark Campus (ST)	
Student-Athlete Academic Services (SAAS)	
The Arts (CA)	
Trumbull Campus (TR)	
Tuscarawas Campus (TU)	
University College (UC)	
Other:	

**Section 3 – Data Steward Signature (Marlena Lewandowski, Office of the University Registrar, [scribers@kent.edu](mailto:scribers@kent.edu))**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 4 – To be completed by GPS**

Completed by \_\_\_\_\_ Date \_\_\_\_\_