

# Request for Account Access

Complete, print, sign and submit this form to the Account Representatives listed on the next page. An Account Representative is the person who authorizes access to the COSMOS roles managed by their department. For example, if you are requesting access to view Undergraduate Admission data, your request will need to go to the Account Representative for Undergraduate Admissions. When role access is approved, the Account Representative sends a Service Request to the 24/7 IT Support Center Administrative and Instructional Support team to create and/or make changes to end users COSMOS account access.

## EMPLOYEE INFORMATION

Full Name: \_\_\_\_\_

EID (Employee ID Number): \_\_\_\_\_ UA NetID: \_\_\_\_\_

University Email Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Dept. Name and Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Explain why access is needed. Indicate whether employee needs view only access, department decision access, or update access. For update access, please be specific regarding the data the employee needs to update and the reason why. For departmental decision access please be specific regarding which program, degree, option the employee needs to be able to enter decisions for. Departmental decisions entered by an authorized employee login access are legally binding upon the department.

As an employee of The University of Arizona (or acting as an agent of the University), I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time.

I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPERVISOR INFORMATION

**I understand that the ultimate responsibility for any action taken by the above individual is mine.**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

University Email Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Dept. Name and Number: \_\_\_\_\_

Campus Address: \_\_\_\_\_

## For Account Representative Use Only

Account Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

Service Request #: \_\_\_\_\_ FERPA Date: \_\_\_\_\_

Roles Assigned: \_\_\_\_\_

\_\_\_\_\_

# Account Representatives

## Undergraduate Admissions

### Primary Account Representative:

Cherlyn Strong, Office of Admissions  
Nugent Building, Room 20  
PO Box 210040  
cstrong@arizona.edu  
(520) 349-6956

### Secondary Account Representatives:

Jeremy Potts, Office of Admissions  
Nugent Building, Room 9  
PO Box 210040  
jeremyp@arizona.edu  
(520) 626-5169

## Financial Aid

### Primary Account Representative:

Theresa Allen, Office of Student Financial Aid  
Administration Building, Room 203  
PO Box 210066  
taallen@email.arizona.edu  
(520) 626-7318

### Secondary Account Representatives:

Sandra Vergara, Office of Student Financial Aid  
Administration Building, Room 203  
PO Box 210066  
svergara@email.arizona.edu  
(520) 621-2051

Ellen Fishman, Office of Student Financial Aid  
Administration Building, Room 203  
PO Box 210066  
ellenf@email.arizona.edu  
(520) 626-6809

### EMSG

Becky Ezzo  
1618 E Helen St  
PO Box 210409  
ezzo@u.arizona.edu  
(520) 621-5945

## Bursar's Office

Account Representatives from the Bursar's Office request access to COSMOS roles from the Account Representative of Financial Aid.

Mark Barton, Bursar's Office  
bartonm@arizona.edu  
(520) 621-1121

## Graduate Admissions

### Primary Account Representative:

David Soroka, Graduate College  
Administration Building, Room 322  
PO Box 210066  
dsoroka@grad.arizona.edu  
(520) 621-5771

### Secondary Account Representatives:

Teresa Embry, Graduate College  
Administration Building, Room 322F  
PO Box 210066  
tembry@grad.arizona.edu  
(520) 626-8851

Tom Rhodes, Graduate College  
Beal Center, Room 206  
PO Box 210134  
trhodes1@grad.arizona.edu  
(520) 621-1984

## Office of the Registrar

### Primary Account Representative:

Irene Delgado, Office of the Registrar  
Administration Building, Room 210  
PO Box 210066  
idelgado@email.arizona.edu  
(520) 621-4755

### Secondary Account Representatives:

Annette Orozco Bhatia, Office of the Registrar  
Administration Building, Room 210  
PO Box 210066  
aorozco@email.arizona.edu  
(520) 621-0976

### EMSG

Becky Ezzo  
1618 E Helen St  
PO Box 210409  
ezzo@u.arizona.edu  
(520) 621-5945

Toni Holloway  
1618 E Helen St  
PO Box 210409  
thollowa@u.arizona.edu  
(520) 626-2260

Traci Sitzmann, Bursar's Office  
sitzmannt@arizona.edu  
(520) 621-4711