CUNY Schedule Builder User Access Request Form

This form is required to request access to the Schedule Builder system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transfer employees, seperate forms must be completed to terminate access at the original Campus and to establish access at the new Campus.

EMPLOYEE INFORMATION SECTION (Please Print):

Last Name: First Name: MI:

CUNYfirst Empl ID *:   Job Title:

☐ Full time ☐ Part time**   If you are a student, please specify college:** _____

Business Unit / Campus: Dept / Office:

Work Phone: Ext: CUNY email address:

CONFIDENTIALITY STATEMENT (Must be signed by the Employee):

I understand that the data obtained from this system and its related components is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the Schedule Builder system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, CUNY IT Security Procedures (security.cuny.edu), rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____   Signature Date:

In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu, log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement

Confidentiality Agreement Code:

Managerial Approval (Requesting Supervisor) :

Business Unit / Campus: Department / Office:

Last Name: First Name:

Signature: Date:

In the absence of written signature: Please email your approval to the appropriate campus party, per your campus' request process.

ADD	DELETE	ROLE	DESCRIPTION
		CU_VSB_Analytics	Ability to access Analytics data
		CU_VSB_Advisor	Ability to access Advising/Scheduling

Central Office Only Administrator Role(s):

ADD	DELETE	ROLE	DESCRIPTION
		CU_VSB_Admin*	Ability to change system configuration

Data Permissions (SACR) Security:

ADD	DELETE		
		Academic Institution	List academic institution(s) user can access

In the absence of written signature: BPO may email approval to the appropriate campus party, per your campus' request process.

Student Records - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Student Records - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

** An approved Data Access Waiver may additionally be required for students, consultants and other non-full-time employees. Requirements can be found in the CUNY Information Technology Security Procedures found at security.cuny.edu under Policies and Procedures.*