



Student Information System (SIS) Access for New Staff Return to the National Registrar's Office

Full Name _____
(First, Middle, Last)

Preferred Name: _____ Preferred Title: _____

Date of Birth (mm/dd/yyyy): _____

Physical Address: _____

City: _____ State: _____ Zip/Mail Code: _____

Office Phone Number: _____ HUC Email: _____
with area code

Administrative dept.: _____

Your professional title: _____

Start Term: ___ Fall ___ Spring ___ Summer Year: _____

Please describe your need for this access, including the specific information you hope to use, and whether you will also need security for maintaining records or just for inquiry purposes.

By signing below, you request access appropriate to your HUC responsibilities and agree to abide by the [HUC Technology Usage Policy](#) and the [Family Education Rights and Privacy Act](#) protecting student records.

Signed by staff: _____ Date: _____

Requested by supervisor: _____ Date: _____

Remember the following resources:

For help with HUC hardware and general software, email techsupport@huc.edu .

For help with Canvas, email canvashelp@huc.edu .

For questions about using the SIS, email registrar@huc.edu .