

Instructions:

- *Complete the General Information section of this form.
- *Attach a copy of the completed "Data Security and FERPA" form for all students listed on this form, which can be found via MyCalStateLA.
- *Submit completed forms (electronic or hard copy) to the Department of Enrollment Management Technology.
- *If you need help with any portion of this form please contact our department at (323)343-5985 or emsupport@calstatela.edu

Location / Center _____

GENERAL INFORMATION

Last Name	First Name	Network Username	CIN	Email Address	Did the student complete the Data Security and FERPA	Position

***ACCESS APPROVAL**

Center Director	Print Name	Signature	Date

SYSTEM APPROVAL

Department Administrator	Print Name	Signature	Date

* By signing this request, access approvers affirm that the job duties described above meet the requirements for granting access to EAB Navigate. It is the department chair/manager's responsibility to communicate to the Office of Enrollment Management Technology if this applicant's job responsibilities change.