University of Idaho

COWS Access Request

(Courses Offered Web System)

Course offerings each semester go through a two-step UPDATE and APPROVE process in the COWS system at the academic department level. Departmental staff will enter/edit course section information **and then** approve them in COWS. The Registrar's Office will review and grant final approval after these two steps are completed; changes will then be updated to the Class Schedule after the final approval.

It is strongly suggested the number of faculty and staff who have access to make changes in COWS be limited. The more individuals authorized to make changes to course section records, the more difficult the information can be to manage for the department and for the Registrar's staff. All COWS users, regardless of access level or usage will receive, automatically generated emails for every scheduling action entered for their associated subject(s).

In the space below, list staff and/or faculty in your department who will need access to COWS to UPDATE and/or APPROVE course section information. The department is responsible for notifying the Registrar's Office to revoke access of individuals who are no longer performing this function for the department or to request access for new users.

Users must have access to the Faculty & Advisor Menu in VandalWeb as an instructor or department or college-level user in order to access the COWS Menu. This access is separate and must be requested via a *Student Records Access Request* form.

Academic Subject(s) Abbreviations Requesting Access to Schedule:

Name	V Number	Access
		❑ UPDATE only ❑ APPROVE only ❑ BOTH ❑ *Remove*
		❑ UPDATE only ❑ APPROVE only ❑ BOTH ❑ *Remove*
		❑ UPDATE only ❑ APPROVE only ❑ BOTH ❑ *Remove*
		❑ UPDATE only ❑ APPROVE only ❑ BOTH ❑ *Remove*

Department chair approval _____ Date_____

Submit request to Registrar's Office. Training will be arranged, if necessary, upon receipt of request.

Registrar Use Only

❑ VandalWeb access verified ❑ COWS access granted/removed By _____ Date _____

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