University of Idaho

COWS Access Request

Course offerings each semester go through a two-step update and approval process through the COWS system at the academic department level. Departmental staff and/or faculty will enter course section changes **and** approve them through COWS. The Registrar's Office will review and grant final approval after these two steps are completed; changes will be made to the online 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.

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 staff and/or faculty 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 FacultyWeb Access Request form.

Academic Subject(s) Requesting Access To:

_____
(alpha abbreviation from Class Schedule)

Staff Person's Name	V Number	Access		
		❑ Update	❑ Approve	❑ Both
		❑ Update	❑ Approve	❑ Both
		❑ Update	❑ Approve	❑ Both
		❑ Update	❑ Approve	❑ Both
		❑ Update	❑ Approve	❑ Both
		❑ Update	❑ Approve	❑ Both