GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Web: https://gradstudies.byu.edu
Email: gradstudies@byu.edu

Personnel Change Notification
OGS Form 3

When there is a change in department graduate personnel (graduate program manager, part-time program manager, part-time student program manager, graduate coordinator, or department chair) please submit the completed OGS Form 3 to Graduate Studies, by campus mail (105 FPH), or email. See instructions on back.

New Personnel: Grant Access

_____

Name of New Personnel   **Net ID**   **Program(s) (spell out all)**

_____

Office Address   **Phone Extension**   **E-mail Address**

☐ New Full-time Graduate Program Manager

☐ New Part-time Graduate Program Manager (non-student)

☐ New Part-time Student Program Manager

☐ New Graduate Coordinator

☐ New Department Chair

☐ Other _____

AIM Permission:
(Select only one)
☐ Update
☐ Display

Imaging Access:
(Select only one)
☐ Yes
☐ No

Slate:
☐

☐ I have watched the FERPA video
    https://registrar.byu.edu/records-privacy-ferpa#Training

_____
Date Effective (MM/DD/YYYY)

Explanation of Aim Access
Display: View all AIM Graduate Studies pages (used mostly by part-time P.M.s, coordinators and chairs)
Update: View all AIM Graduate Studies pages **and** enter decisions on GS02 (used mostly by full-time P.M.s)
Explanation of Imaging Access
Program managers, coordinators and chairs who request imaging will see all document types including the application PDF
Explanation of Slate
Manage prospects, applicants, review and place decisions, program manager, department student employee, readers

Previous Personnel: Remove/Modify Access

_____

Name of Previous Personnel   **Net ID**   **Program Code(s)**

_____

Office Address   **Phone Extension**   **E-mail Address**

☐ Previous Full-time Graduate Program Manager

☐ Previous Part-time Program Manager (non-student)

☐ Previous Part-time Student Program Manager

☐ Previous Graduate Coordinator

☐ Previous Department Chair

☐ Other _____

Select only one

☐ Terminate all access; no longer at BYU

☐ Continuing at BYU in the same department but no longer have a graduate role; remove graduate access

☐ Continuing at BYU but in a different department; remove access (new access will need to be requested in new department)

☐ Changing BYU graduate role in same department (for example: Graduate Coordinator to Department Chair).

_____
Date Effective (MM/DD/YYYY)

Change role from _____ to _____

Department Approval

_____

Department   **Date**   **Comments**

_____

Name of Graduate Coordinator or Department Chair (Please Print)

_____

Signature of Graduate Coordinator or Department Chair

GS Web 04/22

The purpose of this form is to ensure that proper access is granted and recorded when there is a change in personnel: part-time student program manager, part-time graduate program manager, graduate program manager, graduate coordinator, or department chair.

Use one form for each role changed. For example: The new graduate coordinator and the previous graduate coordinator should be on the same Form 3. However, if both the graduate coordinator *and* the department chair are being changed, please use one Form 3 for the graduate coordinator change and another Form 3 for the department chair change.

This form is to be used when personnel no longer need access and there is no replacement. For example: A student program manager graduates and no one has been hired yet.

Form 3 will also be used when personnel need access but are not replacing anyone, such as an additional student employee.

Submit this form even if there is only one change to access: such as Slate.

Step one and step two can be done at the same time. Do not wait to receive AIM Access notification before completing step two.

Step one: Registrar's Office - Visit: *https://registrar.byu.edu/aim-access*

1. Click on initate a request. Fill in all fields for the personnel requesting access (this applies also if you are requesting access removal). Fill in your own contact information, select the correct information partner, and choose the correct access option. Make notes if needed and click submit.
2. Once the request has been submitted, the personnel will receive an email notification with a link to complete the online FERPA training. Upon completion, the request will then be sent to the information partner of your department.
3. The information partner receives the request to review and approve.
4. Registrar's Office receives the request & sends an email notifying that access has been granted.

Please direct questions about completing the online AIM Access Request to:
Registrar's Office
B-150 ASB
Laura Hinton
801-422-1196
laurahinton@byu.edu

Step two: Graduate Studies - *http://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/ogs_form_3.pdf*

1. Complete the OGS Form 3 including Department Approval Section
Send to Graduate Studies by campus mail (105 FPH) or email. Various access includes AIM, imaging, listserv, Slate, ETD review, etc.
2. Graduate Studies sends email notification with ETD review instructions.
3. Use NetID and password to log into Slate.

Please direct questions about completing Form 3 to:
Graduate Studies
105 FPH
Suanne Wilda 801-422-2863
gsofficemanager@byu.edu