



Graduate Studies
 105 FPH, Provo, UT, 84602
 Tel: (801) 422-4091
 Fax: (801) 422-0270
 Web: <http://graduatestudies.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 fax (2-0270), by campus mail (105 FPH), or email. See instructions on back.

New Personnel: Grant Access

Name of New Personnel	Net ID	Program Code(s)
Office Address	Phone Extension	E-mail Address
<input type="checkbox"/> New Full-time Graduate Program Manager <input type="checkbox"/> New Part-time Graduate Program Manager (non-student) <input type="checkbox"/> New Part-time Student Program Manager <input type="checkbox"/> New Graduate Coordinator <input type="checkbox"/> New Department Chair <input type="checkbox"/> Other _____ <input type="checkbox"/> I have watched the FERPA video https://registrar.byu.edu/records-privacy-ferpa#Training	AIM Permission: (Select only one) <input type="checkbox"/> Update <input type="checkbox"/> Display 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 AY & Connect Access AY: Search for and view applicants; edit emails Connect: Add, search for and communicate with prospects and applicants; manage email plan	Imaging Access: (Select only one) <input type="checkbox"/> Yes <input type="checkbox"/> No AY & Connect Access: (Select all applicable) <input type="checkbox"/> AY <input type="checkbox"/> Connect
Date Effective (MM/DD/YYYY)		

Previous Personnel: Remove/Modify Access

Name of Previous Personnel	Net ID	Program Code(s)
Office Address	Phone Extension	E-mail Address
<input type="checkbox"/> Previous Full-time Graduate Program Manager <input type="checkbox"/> Previous Part-time Program Manager (non-student) <input type="checkbox"/> Previous Part-time Student Program Manager <input type="checkbox"/> Previous Graduate Coordinator <input type="checkbox"/> Previous Department Chair <input type="checkbox"/> Other _____	Select only one <input type="checkbox"/> Terminate all access; no longer at BYU <input type="checkbox"/> Continuing at BYU in the same department but no longer have a graduate role; remove graduate access <input type="checkbox"/> Continuing at BYU but in a different department; remove access (new access will need to be requested in new department) <input type="checkbox"/> Changing BYU graduate role in same department (for example: Graduate Coordinator to Department Chair). Change role from _____ to _____	
Date Effective (MM/DD/YYYY)		

Department Approval

Department	Date	Comments
Name of Graduate Coordinator or Department Chair (Please Print)		
Signature of Graduate Coordinator or Department Chair		

Front Desk:

- OP Database
- Packet
- Email Adv. Intern
- Dean's Asst.
- Excel

Office Manager:

- APD05
- Listserv
- Imaging
- Excel
- Email to L, T & C
- Photo Directory
- Dept. Report
- Connect & AY access

Special Projects Coordinator:

- AY Contacts
- DGA & Instructions
- Auto Emails
- CGA
- VIP Info
- JR Outlook
- ORG 1 Contacts

Personnel Change Notification OGS Form 3 Instructions (updated 11-17)

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 AY or Connect.

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 initiate 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 Personnel Change Notification OGS Form 3
Send to Graduate Studies by fax (2-0270), by campus mail (105 FPH) or email.
Various access includes AIM, imaging, listserv, AY, Connect, ETD review, etc.
2. Graduate Studies sends email notification with ETD review instructions.
3. AY sends email with login credentials.

Please direct questions about completing Form 3 to:

Graduate Studies
105 FPH
Terilee Hutchings or Christopher Gardner
801-422-2863
gsofficemanager@byu.edu