



Advising Access Request

This form is to be used to request access as a **Peer Mentor/Student Assistant, Professional Staff Advisor** for the **Advising Center, Faculty Advisor, and Support Staff – Non Academic Advisor**.

****All other Student Assistants should use the [Alternate Data Access Form](#)

Step 1: Provide Personal Information (All fields required)

Name (please print): _____ Empl ID (not SSN): _____
Otter ID: _____ Email Address: _____ Campus Phone: _____
Title/Job Function: _____ Department: _____

Step 2: Complete Required Information Security & Privacy Rights Training

Complete **FERPA** and **Data Security & Privacy** online training courses available on SumTotal accessible through the CSUMB Dashboard.

Completed the training requirement? Yes No If no, please complete prior to submitting this form and provide proof of completion when submitting this form.

Step 3: Choose Role

Department Manager approval required for all of the following access roles:

- Peer Mentor/Student Assistant** (Training required, provided by requesting department)
- Professional Staff Advisor** (Training required, provided by Advising)
- Faculty Advisor** (Training required, provided by requesting department)
- Support Staff – Non Academic Advisor** (Training required, provided by requesting department)

Step 4: Complete Training

OASIS Advisor Center (Training required)

Training Officer Signature: _____ Date: _____

Step 5: Approval From Department Manager

Department Manager Signature: _____ Date: _____

Step 6: Approval From Director of Advising and Student Success

Signature: _____ Date: _____

Please route this request to the Center for Advising & Student Success via email at academic_advisor@csumb.edu