



# STUDENT ADMINISTRATION SYSTEM (SAS) ACCESS REQUEST FORM

This form is to be used by Ryerson staff to obtain or modify existing access to the Student Administrative System (SAS).

**To obtain or modify your SAS access:**

1. Complete this request form and submit it to your Dean/Program Director/Chair for approval.
2. Submit completed and authorized **Undergraduate Academic Department/Service Department** SAS Request Form to Operations Support Unit (POD70) for processing or,  
For **all other areas** please submit completed and authorized SAS Request Form to respective department for processing.
3. Allow up to 2 business days for processing.

## Part 1. Personal Information

**Request Type**                      Obtain access                                      Modify existing access

\_\_\_\_\_ Last Name (PRINT)

\_\_\_\_\_ First Name(s) (PRINT)                                      Middle Name(s) (PRINT)

\_\_\_\_\_ @ryerson.ca  
Matrix Email

I have read and understand Ryerson University's policy on FIPPA ([www.ryerson.ca/privacy](http://www.ryerson.ca/privacy))

I have read and understand Registrar's Notice of Collection and use of Personal Information (<http://www.ryerson.ca/registrar/privacy/>).

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Room Number

\_\_\_\_\_ Ryerson Extension

## Part 2. Position Information

**I am a:**                      Faculty                                      Staff Member

\_\_\_\_\_ Position Title                                      Department

Access Requirements \_\_\_\_\_

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## Part 3. Dean/Program Director/Chair Authorization

I confirm that the above employee reports to me and has a business requirement to use the Student Administrative System (SAS) at Ryerson University.

\_\_\_\_\_ Name (Please Print)

\_\_\_\_\_ Ryerson Extension

\_\_\_\_\_ Signature

\_\_\_\_\_ Date