



# Texas A&M Identity Services One Time Data Request

For help with completing this form, contact IT Infrastructure & Operations at [idm-support@tamu.edu](mailto:idm-support@tamu.edu) or the Identity Management Office at 979.845.4300. Email the completed form to [idm-support@tamu.edu](mailto:idm-support@tamu.edu), fax to **979.845.6090**, or mail to Identity Management Office, MS 3374.

## Requesting Office/Department:

Identity Services can release data only to units within the Texas A&M System. Outside entities need to file an open records request with the appropriate university office.

## Data Details:

Check desired data elements that should be contained in generated file.

 UIN NetID First Name published email address Last Name @email.tamu.edu email address

Employment Information:

 Title Adloc Executive Level:  code  name Office Phone Number Adloc System Member:  code  name Campus Mail Stop EmpLoc Code AdLoc Code EmpLoc Department:  code  name AdLoc Department:  code  name EmpLoc College:  code  name AdLoc College:  code  name EmpLoc Division:  code  name AdLoc Division:  code  name EmpLoc Executive Level:  code  name EmpLoc System Member:  code  name

Enrolled Student information:

 Classification:  code  name Major:  code  name

If other data elements are required, please describe below.

### Target population.

 List of UINs provided by requester

OR

Role. Check at least one box.

 Faculty Staff Students enrolled in current semester Students enrolled in future semesters

OR

 Custom. Enter description here ▶

Location. Check at least one box.

 TAMU-CS main campus TAMU-CS School of Law TAMU-CS Health Science Center TAMU-GV campus TAMU-QT campus

## Data Use:

How will this data be used?

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**Data Requester/Recipient:**

The requester must be a faculty or staff employee of the Texas A&M System. The recipient is the person to whom the data file will be sent.

	<b>Requestor</b>	<b>Recipient</b>
Name		
UIN		
Email		
Title		
Department		
Telephone		

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**Request Deadline:**

Please allow 2 weeks for the request to be processed.

**By what date do you need the data?**

**TEXAS A&M IDENTITY SERVICES USER AGREEMENT TO ACCEPT RESPONSIBILITY**

- Use of University computing resources is restricted to authorized Texas A&M University business.
- You will be held responsible for any security breach traceable to you or your specific authorization. You will be held liable for any willful misuse or deliberate system damage traceable to you or your specific authorization.
- **Data obtained from Texas A&M Identity Services are to be used for the specific purpose stated on this document. This authorization is not transferable to other parties or for purposes not identified by this document.**
- The department authorized for this data will assume the administrative costs to include development and on-going maintenance involved in supplying this data.
- Violation of this agreement may result in disciplinary action or legal action or both.

The agreement is bound by the Texas A&M Identity Services Acceptable Use Policy, the University FERPA Policy and University Acceptable Use Guidelines

**I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS**

Requestor Name (Printed)	Supervisor Name (Printed)
Requestor Title	Supervisor Title
Requestor Department	Supervisor Department
Requestor Signature                      Date	Supervisor Signature                      Date

**For IT Infrastructure & Operations Use Only**

Notes:

Data custodian notes:
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Signatures:

HR Data Custodian Approval                      Date	Student Data Custodian Approval                      Date
IT Infrastructure & Operations Signature                      Date	CISO Signature                      Date

Date Received	Request Number
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