



IRAMS ACCESS REQUEST

INTERNSHIP OFFICE, BRIGHAM YOUNG UNIVERSITY

INSTRUCTIONS: Email the completed form to internship@byu.edu. The Internship Office will coordinate with the Administrative Solutions Group to grant database access to the Internship Registration and Management System (IRAMS). Please select one of the access rights options below.

- Primary Internship Coordinator:** The primary internship coordinator is the main person responsible for the accuracy of the information in the student’s application as well as approving or denying a student’s application. Every internship course must have a primary internship coordinator assigned.
- Alternate Internship Coordinator:** An alternate internship coordinator will have the same rights as the primary internship coordinator but will not receive the notification emails.
- Second Approver:** The second (2nd) approver is an option if the department would like a second individual to review, edit, and approve or deny applications after the primary coordinator has approved a student’s application. Both the primary coordinator and the second approver must endorse an application before it is sent to the Internship Office for review.
- Viewer:** A viewer is able to view the information in a student’s application and the Internship Application Queue but cannot make changes, edits, or approve or deny any application.

Name	BYU ID #	Net ID	Start Date
Position	Department	Class #	Section #
			End Date

I am an employee at the office listed above, and understand that by virtue of my employment with Brigham Young University, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I also acknowledge that I will only access records I have a legitimate need to view in order to fulfill my university assignment. I further acknowledge that willful or unauthorized access to disclosure violates policies of Brigham Young University, and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Person receiving access has viewed the FERPA videos and read the disclaimer above. (ferpa.byu.edu)

If anyone who currently has access that should be removed or changed, please enter their information below.

Remove Access Change Access

Name	BYU ID # & NetID	Class & Section #(s)	New Role (if changing)

Please note that to access to view a student’s academic record (RECSUM) is granted through a separate AIM access request process. Go online to <http://aimaccess.byu.edu> and submit the request for Internship Coordinator Access. Your department’s information partner must approve the request before it will go to the Registrar’s Office.

Department Internship Coordinator (Signature)

Date