



eVision System Access Form

Vancouver Only - UBC Okanagan please contact Alicia Meehan

Please make sure to include your student number if applicable. Failure to do so will result in account duplication and delay in processing times.

Applicant Contact Details (Please complete all applicable fields)

Name	<input type="text"/>	Date	<input type="text"/>
Employee #	<input type="text"/>	Student #	<input type="text"/>
Position	<input type="text"/>	UBC Phone	<input type="text"/>
CWL	<input type="text"/>	UBC Email	<input type="text"/>
Department or Unit	<input type="text"/>	Campus	<input type="text"/>
Signature	<input type="text"/>		

Program Details

Enter the Group Codes of all Degree(s)/Program(s) Managed eg Forestry = VFRST (see [EvisionAccess_GroupCodes.pdf](#))

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Replacement Details (if applicable)

Name of person being replaced Employee #

Remove eVision

eVision Access

A. Type of Request New Access Add to Existing Access Remove Access

B. Type of Access (if you don't check one of the two boxes you will get **NO** access.)

Live System Other:

C. Level of Access

HIGH - Graduate Advisor (Faculty Only. Must agree to MoU.)

LOW - Admissions Evaluator

MEDIUM - Program Staff (Grad Program Administrator)

D. Why is this access needed?



Manager Approval Administrative Head of Unit: Department Head/Dean/Manager. UBCO staff: Deputy Registrar.

First and last name of applicant	<input type="text"/>		
Manager Name	<input type="text"/>	Date	<input type="text"/>
UBC Phone	<input type="text"/>	UBC Email	<input type="text"/>
Title	<input type="text"/>		
Signature	<input type="text"/>		

An SIS Terms of Use form must be kept in your unit.

It is located at <https://facultystaff.students.ubc.ca/enrolment-services/student-records-systems-management/sis/admin-access>

G&PS Security Approval (Internal Office Use Only)

Name	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>