DAWS – User Access Request
Award Approval Form

Office of Student Financial Aid
University of Illinois at Urbana-Champaign
620 East John Street – MC 303
Champaign, IL 61820-5712

Please use this form to request access to approve entered awards into the Office of Student Financial Aid's Departmental Awards Web System (DAWS).

Employee Information:

Name: _____ NetID:_____
Last *First* *MI*

Email Address: _____ Office Telephone:(_____)_____

Administrative Unit/College: _____ Dept/Office: _____

Type of Access Requested:

If employee already exists at the award entry level be aware that this access will be removed with this update.

☐ Add Access ☐ Remove Access

Confidentiality Statement:

I understand that the data entered, stored or obtained within the DAWS system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

_____ _____
Employee Signature *Date*

Supervisor or USC Approval:

Name: _____
Last *First* *MI*

Email Address: _____ Office Telephone:(_____)_____

_____ _____
Employee Signature *Date*

Approver Request:
The above designated employee can approve DAWS transactions for the following staff within our unit. All staff listed below must be DAWS registered with award entry access:

Last Name	First Name	Net ID

If you have any questions about this form please email us. Documents may be faxed to (217) 244-6589 or emailed to finaidscholarships@illinois.edu.