



# DAWS – User Access Request Award Entry 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 enter 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 approval 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*

**Designated DAWS Approvers For Employee Above:**

Awards entered into DAWS by the employee above can be approved by the following staff within our unit. **All staff listed below must be registered DAWS users with award approval access:**

| <u>Last Name</u> | <u>First Name</u> | <u>Net ID</u> |
|------------------|-------------------|---------------|
| _____            | _____             | _____         |
| _____            | _____             | _____         |
| _____            | _____             | _____         |
| _____            | _____             | _____         |

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](mailto:finaidscholarships@illinois.edu).