



Contact Information

First Name/ Preferred First Name	<input type="text"/>	Last Name	<input type="text"/>
M#	<input type="text"/>	User ID	<input type="text"/>
Office Phone	<input type="text"/>		
Department	<input type="text"/>	Title/Position	<input type="text"/>

Check the role to select.

☐ New Account ☐ Change Existing Account

Same Access as:

Civitas Inspire Access

Inspire is a comprehensive case management platform to help connect students to campus resources in order to sustain retention and degree attainment. It is made for appointments with professional staff and documenting interactions with students. It also includes reporting and communication functions as well as predictive analytics.

Student Success Unit: ☐ Student Success (broad grouping) ☐ Financial Aid ☐ Academic Advising

Director
*Sees all students, advisors,
and faculty within a student
success unit*

Advisor+
*Sees all students within
a student success unit*

**Admin
Assistant**
*Sees no students; manages
advisor calendars*

Tutor

Civitas Administrative Analytics Access

Administrative Analytics is typically for leadership positions looking for long term trends. Inspire provides more of the day-to-day information that Advisors and leadership would use.

- ☐ **Administrative Analytics**
Allows users to track specific outcomes across distinct student segments over time and provides factors most predictive of persistence for students.
- ☐ **Course Insights**
Provides course-level insights on how performance in a course can impact a student's likelihood to persist or graduate. This helps staff understand which courses they should provide additional support for students.
- ☐ **Initiative Analysis**
Allows users to assess the impact or effectiveness of student success initiatives.

Applicant Certification -Access privileges are issued to staff members with the understanding that they will use the information thus obtained only in the conduct of their official duties, and that no information will be disclosed to other persons who do not have a need to know. In addition, access to, and disclosure of, student information is governed by a federal law – the Family Educational Rights and Privacy Act (FERPA). By requesting access to the Civitas Learning platform, staff members are accepting responsibility for knowing and complying with FERPA. I certify that I understand my responsibilities as an authorized user of the Civitas Learning platform.

Supervisor Approval -The above applicant's duties require access to the Civitas Learning platform and data. I realize that it is my responsibility to have my staff read and understand FERPA guidelines.

Applicant Signature	Applicant Printed Name
Date	<input type="text"/>

Supervisor Signature	Supervisor Printed Name
Date	<input type="text"/>