



The University of New Mexico

**Graduate Studies**

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**STARRS Scanning System Request**

**“View Only” permission**

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Department/Program: \_\_\_\_\_

Computer access location/building room #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Net ID – Login: \_\_\_\_\_

I am requesting “view only” access to the transcripts/documents received in the Office of Graduate Studies, UNM

Signature: \_\_\_\_\_

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Firewall check: \_\_\_\_\_
- 2) Entered into system: \_\_\_\_\_
- 3) Password emailed: \_\_\_\_\_
- 4) Procedure guide sent: \_\_\_\_\_