Faculty Role Requests

Faculty Access

Select Term/Class

1. Select Term.
2. Click on the **Manage Roles** link for the class you want to submit a role request for.

Term

| 2025 Fall | ⌄ |

Search table…

Class	LMS	Review Period	Academic Referral	Access
ACCT.2010-001 Acct/Financial	Canvas ⧉	Mid-Semester Alert	Refer Student	Manage Roles
ACCT.2010-201 Acct/Financial	Canvas ⧉	Mid-Semester Alert	Refer Student	Manage Roles

Search Page

1. Click on the **Search** button.

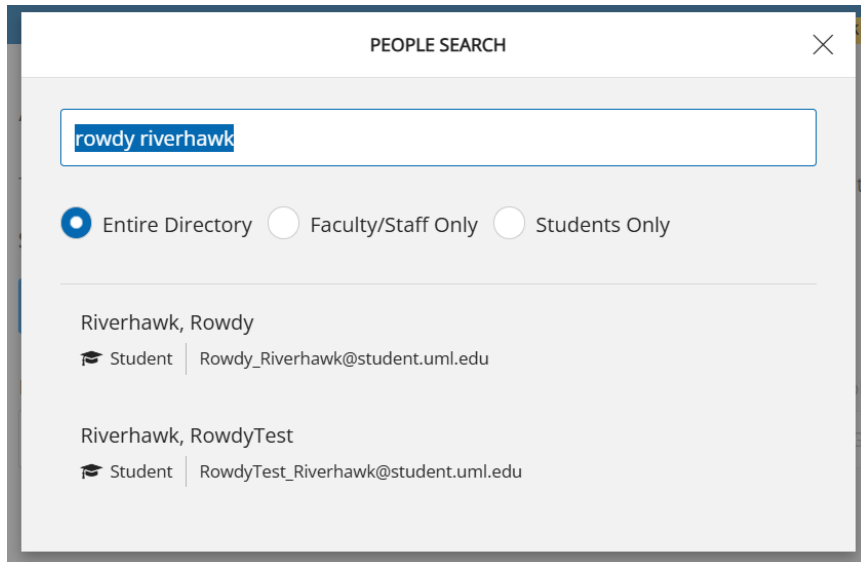*NOTE: Email address field is populated after you select a user from the search results.*

People Search Dialog

1. Enter the person's name, email or SIS #.
2. Press **Enter** to view results.
3. Click on a correct record to select it.

Select role

1. Select role from drop down.

Note: Depending on role selected, confirmation page will be different

Confirmation Page (Grader Role W/O Enrollment Information)

When **Grader** role is selected and student **HAS NOT** taken the class at UML, a note is required.

Confirm Information

Please confirm the following information.

Student Name	Rowdy Riverhawk
Student Id	00007777
Role	Grader

SiS does not have a record of the student taking ACCT.2010-001 Acct/Financial.

Please provide details regarding why you have determined this grader has equivalent knowledge from another university or class. *

| Cancel | Submit |

Confirmation Page (Grader Role W/ Enrollment Information)

When **Grader** role is selected and student **HAS** taken the class at UML**,** the term and grade is shown.

NOTE: student information is also shown but hidden in this screenshot

CLASS ENROLLMENT HISTORY

Term Taken	2002 Fall
Grade	A

| Cancel | Submit |

Confirmation Page (All Other Roles Selected)

When non-Grader role is selected, only the basic student information is shown.

Confirm Information

Please confirm the following information.

Student Name	Rowdy Riverhawk
Student Id	00007777
Role	Secondary Instructor

Cancel   Submit

Post Submission

After submission, the request is marked as **Pending**. Any request(s) not submitted will show up with the option to **Continue** or **Delete**.

ACCT.2010-001 Acct/Financial

To submit a new access request, use the search button to find a person and then select the role.

Search by first/last name, email or SIS #.

🔍 Search

Email Address

Role

Grader ▾

Continue

PENDING REQUESTS

⇕ Role	⇕ Name		
Grader	Rowdy Riverhawk		Pending
Secondary Instructor	RowdyTest Riverhawk	Continue	Delete

Communication Emails

Requests for Grader Role Only

An email will be sent out to the requestee to complete the waiver for the selected term, if they haven't already.

Subject	Please complete the Grader Responsibilities and Credentials Waiver
Body	▓▓▓ ▓▓▓▓ has submitted a request for you to access ▓▓ ▓▓ This request requires you to read and electronically sign the Grader Responsibilities and Credentials Waiver. Please do complete this at your earliest convenience. If you have any questions, please contact the Registrar's Office.

New Requests for Registrar

An email will be sent to scheduling@uml.edu when new a request is submitted.

Miscellaneous

Grader Waiver Form

The Waiver is good for any class for the requested term.

Grader Responsibilities and Credentials Waiver

Please read each statement and check the box to indicate your acceptance.

Please enter your full name and the current date to submit.

☐ I am a graduate or matriculated undergraduate/OCE student at UMass Lowell.

☐ I will keep all student grades confidential. I will only discuss student performance with the course instructor(s) of record. As a grader, I will not disclose grades to anyone except the instructor of whom he/she is responsible for the course. Any violation of this obligation will be cause for dismissal.

☐ I have reviewed information on the Family Educational Rights and Privacy Act (FERPA).

☐ I understand that my course instructor(s) will provide me with clear instructions for how to grade each assignment (i.e., a rubric). I will contact my course instructor(s) if I have any questions and/or concerns about how to perform any grading.

☐ I will treat all students equally and fairly when grading.

☐ I will share in a timely manner any suspicions and/or evidence of academic misconduct by a student in the course with the course instructor(s). I will not independently confront the student on this misconduct.

☐ If I see that a student is in physical distress (e.g., illness, injury) or mental distress, I will immediately contact my course instructor(s) to address the student's needs.

Full Name *

Date *

Submit