



SMARTEVALS REPORTING INTERFACE ACCESS REQUEST FORM

SECTION 1

INSTRUCTIONS

ABOUT THIS FORM

ACCESS TO SMARTEVALS REPORTING IS FOR CHAIRS, DEANS, AND DESIGNATED STAFF.

INSTRUCTORS DO NOT NEED TO SUBMIT THIS FORM. PLEASE GO TO YOUR MYEVALCENTER TO VIEW AND DOWNLOAD YOUR EVALUATIONS.

Use this form to request or modify access to the SmartEvals reporting system.

- **Approvals:** All requests require supervisor and administrative approval. You cannot approve your own access.
- **Transfers:** If you are moving between departments or programs, **a form must be submitted by each department**, even if your permissions levels will not change.
- **Departures:** If you leave your role or the College, **you and your supervisor must notify** the Office of Testing and Evaluation to revoke access.
- **Expiration:** Access is granted for a fiscal year ending on **June 30th** unless an earlier date is specified. **Users must submit a renewal request annually.**

SECTION 2

EMPLOYEE INFORMATION

REQUIRED

PLEASE PRINT OR TYPE ALL RESPONSES

Last Name _____ First Name _____
 CUNYfirst EMPLID _____ Employment Status: _____ ☐
 CUNYLogin Username _____ @login.cuny.edu
 Division/School _____
 Department /Program _____
 Job / Title _____
 Work Phone # _____
 Baruch Work Email Address: _____
 Office Location: _____ Mailbox : _____

SECTION 3

REASON FOR REQUEST

REQUIRED

NOTE: REQUESTS TO REVOKE ACCESS **DO NOT** REQUIRE EMPLOYEE CONFIDENTIALITY STATEMENT (SKIP SECTIONS 4, 7, 8 AND 9)

- ☐ **New Access Request.** User does not have existing reporting access.
- ☐ **Renew Access.** User currently has reporting access.
- ☐ **Update Access.** Modify roles/permissions .
- ☐ **Revoke Access.** User is no longer with this department/office or no longer needs access.

SECTION 4

CONFIDENTIALITY STATEMENT

REQUIRED

MUST BE SIGNED BY THE EMPLOYEE

I acknowledge that all data accessed on the SmartEvals Reporting Interface is strictly confidential and must not be disclosed to unauthorized individuals. I accept full responsibility for all actions performed under my UserID and understand that I must maintain its security. Any improper use of this system or unauthorized distribution of its data may result in the immediate revocation of my access privileges and potential disciplinary action/proceedings, as governed by Baruch College and CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature _____

Date _____

SMARTEVALS REPORTING INTERFACE ACCESS REQUEST FORM

REQUESTOR (EMPLID / LAST, FIRST)

SECTION 5

MANAGERIAL APPROVAL

REQUIRED

REQUESTING SUPERVISOR MUST
COMPLETE THIS SECTION. REQUESTORS
MAY NOT APPROVE THEIR OWN REQUESTS

PLEASE PRINT OR TYPE ALL RESPONSES

Last Name _____ First Name _____

Department / Program _____

Job / Title _____

Work Phone # _____

Baruch Email Address: _____

As the requesting supervisor, I certify that this employee requires access to the SmartEvals Reporting system to perform their official duties. I agree to provide immediate written notification to the Office of Testing and Evaluation should this employee's status change, including departure from the College, transfer from the department or program for which this approval was given, a change in job responsibilities, or if access is no longer required. I understand that maintaining accurate access records is essential for the security of College and University data and accept responsibility for ensuring that the requested access remains appropriate for the employee's current role.

Manager Signature _____

Date _____

SECTION 6

REPORTING ACTION REQUESTED

REQUIRED

SELECT ONLY ONE

Granting a user access to the SmartEvals Reporting system assigns them the **Department Head** role, providing full visibility into quantitative evaluation data, response rates, and reports for their designated units. Users will also receive all automated system communications for Department Heads. Access to written comments is restricted to the course instructor. Reports are unavailable for sections with fewer than five responses.

Please note that revoking this administrative access only removes the Department Head permissions; instructors will retain access to their personal evaluations via their myEvalCenter.

☐ Add/Renew Access☐ Remove Access☐ Revoke All Reporting Access

SECTION 7

ACCESS PERIOD

REQUIRED

ACCESS EXPIRES ANNUALLY AND MUST BE
RE-CERTIFIED EACH FISCAL YEAR.

A. WHO IS THE REQUEST FOR?

☐ Department Chair

Approval required: The Chair's Dean (or the Dean's Designee) must approve this request

Outgoing Chair (if applicable) _____

☐ Not a Department Chair

(e.g., Deputy/Assistant Chair, Program Coordinator, Administrative Staff, Dean, etc.)

B. CHAIR TERM: (IF APPLICABLE)

Chair Term Start Date _____

Chair Term Expiration Date _____

Access must be recertified each fiscal year

C. ACCESS DATES

Access Start Date _____

Access End Date _____

Access is granted for a maximum of one fiscal year and expires every June 30th unless an earlier date is specified.

SECTION 8

DEPARTMENT HEAD REPORTING
ACCESS (PERMISSION) LIST

REQUIRED

SELECT THE REPORTING PERMISSION LIST(S) TO BE PROCESSED FOR THIS REQUEST.

ABOUT THE UPDATED PERMISSION
STRUCTURE

AS OF THE JANUARY 2026 UPGRADE, SMARTEVALS REPORTING ACCESS IS NOW BASED IN PART BY THE ACAD ORG ASSIGNED TO EACH CLASS IN CUNYFIRST. THIS REPLACES THE PRIOR REPORTING-UNIT MODEL.

WHAT'S DIFFERENT

COLLEGE NOW & HONORS COURSES NO LONGER HAVE SEPARATE SUBJECT-LEVEL REPORTING UNITS. THESE SECTIONS ARE NOW IDENTIFIED THROUGH COURSE-LEVEL ATTRIBUTES WITHIN EACH ACAD ORG. USERS NEEDING ACCESS TO ONLY ALL COLLEGE NOW OR ALL HONORS SECTIONS MAY SELECT THE CORRESPONDING COURSE-LEVEL PERMISSIONS.

BUSINESS COMMUNICATIONS BUSINESS FUNDAMENTALS COURSES ARE NOW INCLUDED UNDER THE MARKETING AND INTERNATIONAL BUSINESS ACAD ORG.

ZICKLIN UNDERGRADUATE HONORS COURSES ARE NOW INCLUDED UNDER THE MANAGEMENT ACAD ORG.

PERMISSION LIST TYPES

SE_ACAD_ORG LISTS PROVIDE ACCESS TO ALL COURSES WITHIN THE SPECIFIED ACAD ORG.

SE_PRG LISTS PROVIDE LIMITED EXTRACTS FOR THE COURSES NOTED IN THEIR DESCRIPTIONS; THESE COURSES REMAIN IN THEIR ORIGINAL ACAD ORG.

SE_GRP LISTS COMBINE MULTIPLE ACAD ORGS INTO A SINGLE REPORTING GROUP.

SE_LVL LISTS PROVIDE ACCESS TO ALL COURSES AT A SPECIFIED COURSE LEVEL, REGARDLESS OF SUBJECT.

PERMISSION

DESCRIPTION

PERMISSIONS THAT REQUIRE APPROVAL BY THE PROVOST

☐ SE_GRP_PROVOST	PROVOST <i>All Courses in the SmartEvals Platform</i>
☐ SE_GRP_DEANS_MSPIA	DEANS OFFICE – MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS <i>Academic Org of Public Affairs (PAF-BAR)</i>
☐ SE_GRP_DEANS_WSAS	DEANS OFFICE – WEISSMAN SCHOOL OF ARTS AND SCIENCES: <i>Weissman School of Arts and Sciences Academic Orgs of:</i> <i>Anthropology & Sociology (ANTSOC-BAR),</i> <i>Black and Latino Studies (BLSLTS-BAR),</i> <i>Black and Hispanic Studies (BLSHSP-BAR),</i> <i>Communication Studies (COM-BAR),</i> <i>English (ENGL-BAR),</i> <i>Fine & Performing Arts (FPA-BAR),</i> <i>History (HIST-BAR),</i> <i>Journalism (JRN-BAR),</i> <i>Mathematics (MATH-BAR),</i> <i>Modern Language & Comparative Literature (MLCL-BAR),</i> <i>Natural Sciences (NATSCI-BAR),</i> <i>Philosophy (PHI-BAR),</i> <i>Political Science (POLSCI-BAR),</i> <i>Psychology (PSYCH-BAR), and</i> <i>Weissman Arts and Sciences (WEISS-BAR)</i>
☐ SE_GRP_DEANS_ZBUS	DEANS OFFICE – ZICKLIN <i>Zicklin School of Business Academic Orgs :</i> <i>Accountancy (ACCT-BAR),</i> <i>Economics & Finance (ECOFIN-BAR),</i> <i>Entrepreneurship & Innovation (ENT-BAR),</i> <i>Information Systems & Statistics (CIS-BAR),</i> <i>Law (LAW-BAR),</i> <i>Management (MGT-BAR),</i> <i>Marketing & Intl Bus (MKT-BAR),</i> <i>Real Estate (RE-BAR),</i> <i>Zicklin Executive Programs (EXEC-BAR), and</i> <i>Zicklin School of Business (ZICK-BAR)</i>
☐ SE_LVL_COL_NOW_BAR01	LEVEL: COLLEGE NOW (BARUCH) <i>Course Level of College Now - Baruch</i>
☐ SE_LVL_DOCT_BAR01	LEVEL: DOCTORAL (BARUCH) <i>Course Level of Doctoral - Baruch</i>
☐ SE_LVL_GGRD_GRD01	LEVEL: GRADUATE (WITH GRAD CENTER-GRD01) <i>Course Level of Graduate - GRD01</i>
☐ SE_LVL_GRAD_BAR01	LEVEL: GRADUATE (BARUCH) <i>Course Level of GRADUATE-Baruch</i>

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DEPARTMENT HEAD REPORTING
ACCESS (PERMISSION) LIST

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PERMISSION	DESCRIPTION
☐ SE_LVL_HONORS_BAR01	LEVEL: HONORS (BARUCH) Course Level of HONORS (Graduate) and HONORS (Undergraduate)
☐ SE_LVL_UGRD_BAR01	LEVEL: UNDERGRAD (BARUCH) Course Level of UNDERGRADUATE-Baruch
☐ SE_PRG_FEIT	FEIT SEMINAR Feit Seminar Courses (IDC 4050H)
☐ SE_PRG_FYS_CNOW	FIRST YEAR COLLEGE NOW First Year Programs - College Now: FYS 500
☐ SE_PRG_FYS_HONORS	FIRST YEAR HONORS First Year Programs - Honors: FRO 1000H and FYS 1000H
☐ SE_PRG_FYS_SEEK	FIRST YEAR SEEK First Year Programs - SEEK: FRO 1000S, FRO 2000S, FYS 1, FYS 1000S, FYS 2000S and TRA 2000S
☐ SE_ACAD_ORG_HED-PED	HEALTH & PHYSICAL EDUCATION COURSES IN HEALTH EDUCATION (HED) AND PHYSICAL EDUCATION (PED)
☐ SE_ACAD_ORG_FRO	NEW STUDENT PROGRAMS Academic Org of Orientation/New Student Programs (FRO-BAR)
☐ SE_ACAD_ORG_REG	REGISTRAR'S OFFICE Academic Org of Registrar's Office (REG-BAR) (Subjects: WST - Work Study)
☐ SE_ACAD_ORG_LIB	WILLIAM & ANITA NEWMAN LIBRARY Academic Org of Library (LIB-BAR)
PERMISSIONS THAT REQUIRE APPROVAL BY THE DEAN OF THE MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS	
☐ SE_ACAD_ORG_PAF	PUBLIC AFFAIRS Academic Org of Public Affairs (PAF-BAR)
☐ SE_GRP_DEANS_MSPIA ***	DEANS OFFICE - MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS Academic Org of Public Affairs (PAF-BAR)
*** DEANS, ASSOCIATE DEANS, AVPs, PROVOST OFFICE STAFF (AND SIMILAR LEVELS) REQUIRE PROVOST APPROVAL FOR THIS PERMISSION SET.	

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DEPARTMENT HEAD REPORTING
ACCESS (PERMISSION) LIST

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PERMISSION	DESCRIPTION
PERMISSIONS THAT REQUIRE APPROVAL BY THE DEAN OF THE WEISSMAN SCHOOL OF ARTS AND SCIENCES	
☐ SE_GRP_DEANS_WSAS *** *** DEANS, ASSOCIATE DEANS, AVPs, PROVOST OFFICE STAFF (AND SIMILAR LEVELS) REQUIRE PROVOST APPROVAL FOR THIS PERMISSION SET.	DEANS OFFICE - WEISSMAN SCHOOL OF ARTS AND SCIENCES: <i>Weissman School of Arts and Sciences Academic Orgs of:</i> <i>Anthropology & Sociology (ANTSOC-BAR), Black and Latino Studies (BLSLTS-BAR), Black and Hispanic Studies (BLSHSP-BAR), Communication Studies (COM-BAR), English (ENGL-BAR), Fine & Performing Arts (FPA-BAR), History (HIST-BAR), Journalism (JRN-BAR), Mathematics (MATH-BAR), Modern Language & Comparative Literature (MLCL-BAR), Natural Sciences (NATSCI-BAR), Philosophy (PHI-BAR), Political Science (POLSCI-BAR), Psychology (PSYCH-BAR), and Weissman Arts and Sciences (WEISS-BAR)</i>
☐ SE_ACAD_ORG_ANTSOC	ANTHROPOLOGY & SOCIOLOGY <i>Academic Org of Anthropology and Sociology (ANTSOC-BAR)</i>
☐ SE_ACAD_ORG_BLSLTS	BLACK & LATINO STUDIES <i>Academic Orgs of Black and Latino Studies (BLSLTS-BAR) and Black and Hispanic Studies (BLSHSP-BAR)</i>
☐ SE_ACAD_ORG_COM	COMMUNICATION STUDIES <i>Academic Org of Communication Studies (COM-BAR)</i>
☐ SE_ACAD_ORG_ENGL	ENGLISH <i>Academic Org of English (ENGL-BAR)</i>
☐ SE_ACAD_ORG_FPA	FINE & PERFORMING ARTS <i>Academic Org of Fine & Performing Arts (FPA- BAR)</i>
☐ SE_ACAD_ORG_HIST	HISTORY <i>Academic Org of History (HIST-BAR)</i>
☐ SE_ACAD_ORG_JRN	JOURNALISM <i>Academic Org of Journalism (JRN-BAR)</i>
☐ SE_ACAD_ORG_MATH	MATHEMATICS <i>Academic Org of Mathematics (MATH-BAR)</i>

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DEPARTMENT HEAD REPORTING
ACCESS (PERMISSION) LIST

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PERMISSION	DESCRIPTION
☐ SE_ACAD_ORG_MLCL	MODERN LANGUAGE & COMPARATIVE LITERATURE Academic Org of Modern Language & Comparative Literature (MLCL-BAR)
☐ SE_ACAD_ORG_NATSCI	NATURAL SCIENCES Academic Org of Natural Sciences (NATSCI-BAR)
☐ SE_ACAD_ORG_PHI	PHILOSOPHY Academic Org of Philosophy (PHI-BAR)
☐ SE_ACAD_ORG_POLSCI	POLITICAL SCIENCE Academic Org of Political Science (POLSCI-BAR)
☐ SE_ACAD_ORG_PSYCH	PSYCHOLOGY Academic Org of Psychology (PSYCH-BAR)
☐ SE_ACAD_ORG_WEISS	WEISSMAN ARTS & SCIENCES Academic Org of Weissman Arts and Sciences (WEISS-BAR)
PERMISSIONS THAT REQUIRE APPROVAL BY THE DEAN OF THE ZICKLIN SCHOOL OF BUSINESS	
☐ SE_GRP_DEANS_ZBUS *** *** DEANS, ASSOCIATE DEANS, AVPs, PROVOST OFFICE STAFF (AND SIMILAR LEVELS) REQUIRE PROVOST APPROVAL FOR THIS PERMISSION SET.	DEANS OFFICE – ZICKLIN Zicklin School of Business Academic Orgs : Accountancy (ACCT-BAR), Economics & Finance (ECOFIN-BAR), Entrepreneurship & Innovation (ENT-BAR), Information Systems & Statistics (CIS-BAR), Law (LAW-BAR), Management (MGT-BAR), Marketing & Intl Bus (MKT-BAR), Real Estate (RE-BAR), Zicklin Executive Programs (EXEC-BAR), and Zicklin School of Business (ZICK-BAR)
☐ SE_ACAD_ORG_ACCT	ACCOUNTANCY Academic Org of Accountancy (ACCT-BAR)
☐ SE_PRG_BCOM	BUSINESS COMMUNICATIONS Limited to ONLY Business Communications Courses: BUS 9420, BUS 9551, BUS 9552, BUS 9553, and BUS 9558
☐ SE_PRG_BUS_FUND	BUSINESS FUNDAMENTALS Limited to ONLY Introduction to Business & Business Fundamentals Courses: BUS 1000, BUS 1000H, BUS 1011, BUS 1011H, BUS 2000, and BUS 2000H
☐ SE_ACAD_ORG_ECOFIN	ECONOMICS & FINANCE Academic Org of Economics and Finance (ECOFIN-BAR)

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ACCESS (PERMISSION) LIST

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PERMISSION	DESCRIPTION
☐ SE_ACAD_ORG_ENT	ENTREPRENEURSHIP Academic Org of Entrepreneurship and Innovation (ENT-BAR)
☐ SE_ACAD_ORG_CIS_STAT	INFORMATION SYSTEMS & STATISTICS Academic Org of Information Systems and Statistics (CIS-BAR)
☐ SE_ACAD_ORG_LAW	LAW Academic Org of Law (LAW-BAR)
☐ SE_ACAD_ORG_MGT	MANAGEMENT Academic Org of Management (MGT-BAR)
☐ SE_ACAD_ORG_MKT	MARKETING & INTERNATIONAL BUSINESS Academic Org of Marketing & Intl Bus (MKT-BAR)
☐ SE_ACAD_ORG_RE	REAL ESTATE Academic Org of Real Estate (RE-BAR)
☐ SE_ACAD_ORG_EXEC	ZICKLIN EXECUTIVE PROGRAMS Academic Org of Zicklin Executive Programs (EXEC-BAR)
☐ SE_ACAD_ORG_ZICK	ZICKLIN SCHOOL OF BUSINESS Academic Org of Zicklin School of Business (ZICK-BAR)

SECTION 9

SPECIAL CONSIDERATIONS OR
COMMENTS

LIST ADDITIONAL ROLES/PERMISSIONS
REQUIRED

PLEASE PRINT OR TYPE ALL RESPONSES

SMARTEVALS REPORTING INTERFACE ACCESS REQUEST FORM

REQUESTOR (EMPLID / LAST, FIRST)

SECTION 10

APPROVALS

REQUIRED

APPROVER MUST COMPLETE THIS SECTION.

APPROVER IS DETERMINED BY THE REQUESTED PERMISSIONS.

PLEASE PRINT OR TYPE ALL RESPONSES EXCEPT SIGNATURE.

I approve this request to update the user's SmartEvals access. For new or renewed access, I certify that the requested permissions are required for the employee's official duties. For all requests, I agree to notify the Office of Testing and Evaluation immediately if the employee's status changes, they transfer, or access is no longer required.

DEAN OF THE MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS APPROVAL:

Last Name _____ First Name _____

Job / Title _____

Baruch Email Address: _____

Approver Signature _____ Date _____

DEAN OF THE WEISSMAN SCHOOL OF ARTS AND SCIENCES APPROVAL:

Last Name _____ First Name _____

Job / Title _____

Baruch Email Address: _____

Approver Signature _____ Date _____

DEAN OF THE ZICKLIN SCHOOL OF BUSINESS APPROVAL:

Last Name _____ First Name _____

Job / Title _____

Baruch Email Address: _____

Approver Signature _____ Date _____

BARUCH COLLEGE PROVOST APPROVAL:

Last Name _____ First Name _____

Job / Title _____

Baruch Email Address: _____

Approver Signature _____ Date _____

SECTION 11

SUBMISSION

HOW TO SUBMIT THIS FORM



Completed forms can be submitted by any of the following methods:

Upload the completed PDF document to the following URL (or scan the QR code)
<https://www.dropbox.com/request/3ToO78iVHpgSLVByG62e>
 using the password: B3rn@rdB@ruch

Email it to faculty.evaluation@baruch.cuny.edu

Bring it to the Office of Testing and Evaluation in NVC 5-220.