

**CLSS Access Request**  
(CourseLeaf Section Scheduler)

Course offerings each semester go through a process in the CLSS system at the academic department level. Departmental staff will enter/edit course section information **and** approve them in CLSS. The Registrar's Office will review and grant final approval after these two steps are completed, as required. Changes will then be updated to the Class Schedule after the final approval.

It is strongly suggested the number of faculty and staff who have access to make changes in CLSS be limited. The more individuals authorized to make changes to course section records, the more difficult the information can be to manage for the department and for the Registrar's staff.

In the space below, list staff and/or faculty in your department who will need access to CLSS. The department is responsible for notifying the Registrar's Office to revoke access of individuals who are no longer performing this function for the department or to request access for new users.

Users will access CLSS via <https://nextcatalog.uidaho.edu/wen>.

**Scheduling Unit(s) Requesting Access to Schedule:**

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Name	V Number	Access	
		Add Access	Remove Access
		Add Access	Remove Access
		Add Access	Remove Access
		Add Access	Remove Access

**Department chair approval** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit request to Registrar's Office. Training will be arranged, if necessary, upon receipt of request.

**Registrar Use Only**

CourseLeaf CLSS access granted/removed By \_\_\_\_\_ Date \_\_\_\_\_