



CLSS ACCESS REQUEST FORM

University of Nebraska - Lincoln | Office of the University Registrar, Transcripts | 107 Canfield Administration Building | Lincoln, NE 68588

Please note that a CLSS training must be completed before gaining access to CLSS. Contact the Registrar's Office for dates and times.

ACCESS REQUEST FOR:

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
NUID	Title	
<input type="text"/>	<input type="text"/>	
Department	Email	
<input type="text"/>	<input type="text"/>	
my.UNL user name		
<input type="text"/>		

WHAT ACCESS DO YOU NEED?

- Schedule Editor:**
Modifying the class schedule on behalf of the scheduling unit only. Has Schedule Viewer access as well.
- Schedule Viewer:**
View all the scheduling units and the class schedule in CLSS but cannot make any edits to the schedule. Schedule Viewers do not need the Chair's or Director's Signature.

SUBJECT CODES

If you are a Schedule Editor, please list the subject codes you will be editing for the class schedule.

AUTHORIZATION FOR SCHEDULE EDITORS

Chair/Director's Signature Date

<input type="text"/>	<input type="text"/>
Campus Telephone	Campus Email



PHONE: 402.472.3635 | FAX: 402.472.8220

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