



**Request for Access  
ADVANCE Information System**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Function: Advance \_\_\_\_ Adv + Prospecting \_\_\_\_ Mail Stop: \_\_\_\_\_  
 College/Unit: \_\_\_\_\_ Address: \_\_\_\_\_  
 Department: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Work Email Address (not student email): \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Advance ID: \_\_\_\_\_  
 CU Employee ID: \_\_\_\_\_ Advance Web Overview Training completed: \_\_\_\_\_

\*\*All fields above are required

**Statement of Confidentiality**

The information contained in Advance is strictly for use by the University of Colorado Foundation and University of Colorado employees operating on behalf of the Foundation. Unauthorized use of this information for any other purpose, including, but not limited to, reproducing and storing a retrieval system by any means, photocopying or using the information for any private commercial or political solicitation is strictly prohibited and constitutes misappropriation, and can lead to disciplinary actions.

The release of information from Advance is controlled through the University of Colorado Foundation. All requests for access to Advance must be submitted in writing and reviewed for approval before distribution. All requests from a University department, college, area or student organization must be submitted in writing under the signature of the appropriate Vice Chancellor for Advancement.

Advance information that is provided for a particular project or solicitation may be used only for that project or solicitation and cannot be used for any other purpose.

The "special handling" codes in Advance must be adhered to. Special care must be taken to honor the donor's request of do not contact, do not call, do not mail, or do not solicit. Any new "special handling" type requests from donors that result from the use of Advance Information must be immediately forwarded to University System Advancement processing office (advancement.processing@cu.edu) so the database can be updated accordingly.

By virtue of Applicant's access to Advance, Applicant has access to records which may contain identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Applicant acknowledges that the intentional disclosure of this information could subject Applicant to criminal or civil penalties imposed by law. Applicant further acknowledges that such willful or unauthorized disclosure also violates University of Colorado policy and could constitute just cause for disciplinary action including termination of employment.

Sharing of usernames or passwords is strictly prohibited and constitutes a breach of security. Any end user determined to have shared a username or password may have their username and password revoked.

**Non-development employees:** Please provide a brief explanation of how you will use the Advance database in your current role at the University of Colorado:

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Martin Wood, Vice Chancellor for  
Advancement, UCCS

CU Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Patrick Kramer, Assoc VP for Advancement

CU Foundation Signature \_\_\_\_\_ Date \_\_\_\_\_

Dan Palmquist, Vice President & CFO