

University of Miami
Division of University Advancement
Systems Services/Training Office

Request for DUR Systems Access Instructions

1. *Complete the following areas on the “PIDMS Access Form.”*
 - Complete the **Requestor** information. Please make sure you provide us with an account number and the account signature.
 - In the **Requesting access for:** section, choose **ALUMNI-DONOR**. The Data Custodian will default once you have chosen an application.
 - Print the form
 - Sign the **Authorized System User Agreement**.

2. *Schedule yourself to attend pertinent DUR training sessions.*

The DUR System maintains comprehensive and sensitive constituent information. Proper use and update of this information is of utmost importance; therefore your attendance at appropriate DUR training sessions is required. Please contact the Advancement Services Training Office at 284-4443 or visit our website www.miami.edu/advancement/forms to obtain the registration form and current schedule of class offerings.

3. *Send the completed form (ORIGINAL, not photocopy) to:*

Attention: Amner Alfaro
Advancement Systems Services
McKnight Bulding
Locator: 1210

If you have any questions, contact the Advancement Services Office at 284-4443.

Thank you!