



OHIO
UNIVERSITY

Office of the
University Registrar

Chubb Hall
Athens OH 45701-2979

REQUEST FOR ACCESS TO THE
STUDENT INFORMATION SYSTEM (SIS)

Complete Sections I – IV. Return to Brenda Nelson, Office of the University Registrar, Chubb Hall 115.

Section I – Employee

1. Employee for whom access is requested.

Name: _____
(Last) (First) (Middle Initial)

Employee ID: _____ Department: _____
(<http://portal.finance.ohiou.edu/eelookup>)

Title/Classification: _____ Campus: _____

Oak E-mail: _____ Phone Number: _____

Supervisor Name/Title: _____
(Last) (First) (Title)

2. Do you have an SIS User Account from a previous position? Yes No

If yes, what is your SIS User-ID (excluding password)? _____(e.g. RGJP)

3. What type of computer do you use? IBM Compatible Macintosh

Employee Signature: _____ Date: _____

REGISTRAR USE ONLY

User-ID	Password	Profile	SEC1	SEC2	Level-I-Trainer	Training Date

Section II – FERPA Compliance Statement

Please read and complete the FERPA Compliance Statement (Pages 2 and 3). The compliance statement on page 2 must be signed and submitted with the Request for Access.

OHIO UNIVERSITY

FERPA Compliance Statement

Both federal law (The Family Educational Rights and Privacy Act of 1974 and amendments) and state law (The Code Section 102) are in effect to insure the security and confidentiality of information used in our operations. Thus, security and confidentiality are matters for concern of all faculty, staff, and associates within Ohio University who have access to our data systems or physical facilities. Each person working in Ohio University offices which house or access student information holds a position of trust relative to this information and must recognize the responsibilities in preserving the security and confidentiality of this information. Therefore, we ask each associate of the university and any person authorized to access any student information through the facilities of the university:

1. Not to make or permit unauthorized use of any information.
2. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment and in accordance with university policies.
3. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment in accordance with university policies.
4. Not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. Not to remove any official record (or copy) or report from the office where it is kept except in the performance of their duties.
6. Not to operate or request others to operate any university equipment for purely personal business.
7. Not to aid, abet, or act in conspiracy with another to violate any part of this code.
8. To immediately report any violation of the code to their work supervisor.

As custodians of official university records, we all share the responsibility for ensuring the security and privacy of the records and data we maintain. Please study this code and the excerpt from Ohio University Policy and Procedure 12.020: Section VII, Release of Student Records (on reverse side) carefully and after you have read it, sign the statement below. This signed acknowledgment will be retained in files of the University Registrar.

A violation of this code or the Ohio University student records policy may lead to reprimand, suspension, dismissal, or other disciplinary action, consistent with the general policies of the university related to student discipline or personnel policy.

I, _____ hereby affirm that I have read the Ohio University FERPA Compliance Statement and the excerpt from Ohio University Policy and Procedure 12.020: Section VII, Release of Student Records (on reverse side). I understand that my acceptance of access to the Student Information System, or any student records, signifies that I accept the responsibility for complying with the institutional student records policy. By my signature below, I understand and agree to adhere to the release of student record restrictions as described in this policy. I have retained in my possession a copy of this document and the excerpt on release of student records on the reverse side for my future reference and understand that the original signed copy will be placed on file in the Office of the University Registrar.

Signature: _____

Date: _____

Excerpt from Ohio University Policy and Procedure 12.020

VII. Release of Student Records

Student records at Ohio University are held in trust by the University for the mutual benefit of the student and the educational mission of the University. Therefore, except with the prior written consent of the student, or as otherwise stated below, no information in any student education record file may be released to any individual or organization.

- A. Record-keeping personnel may have access to student education records according to the conditions stipulated in Ohio University Policy and Procedure 12.020, section III.
- B. Members of the faculty and staff and other persons demonstrating a legitimate educational interest may have access to student educational records for internal educational purposes or for necessary administrative and statistical purposes only. The legitimate educational interest will be determined by the University official responsible for the particular student's education record. Legitimate educational interest is used here in its traditional and classical sense. It means that, in order to serve students and the University, careful, considerate, and responsible judgments must be made by professional people who are responsible and accountable for these judgments. The rights of grievance and appeal are available to the student through the responsible official.
- C. Direct access to financial, medical, psychological, and placement files is limited to the professional and clerical staff responsible for those matters.
- D. The following information will be considered public, and may be published in a University publication: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Relative to such public or directory information, the University shall give public notice of the categories of information which shall be considered public information, and shall allow a reasonable period of time after such notice has been given for a student to inform the University that all of the information designated should not be released without the student's prior consent.
- E. Direct access to disciplinary files is limited to the staff of the Office of Judiciaries and the Office of Legal Affairs, and the Dean of Students and his or her immediate staff. This section shall not be construed so as to prohibit the Office of Judiciaries from advising appropriate University offices that demonstrate a legitimate educational interest of the facts and disposition of a particular disciplinary case, nor shall it be construed so as to prohibit the Office of Judiciaries from advising any person demonstrating a need to know as to whether a disciplinary file does or does not exist.
- F. Medical and psychological information is legally confidential and privileged. It will not be released to anyone without the express written authorization of the individual involved. In such cases, the individual must designate what information is to be released and to whom that information is to be released.
- G. Notwithstanding the provision of subsections A.-F. of this section:
1. Education records will be released on compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is reasonably notified of all such orders or subpoenas in advance of the compliance therewith by the University.
 2. Records or information from records containing personally identifiable information may be made available to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the records if desired, and has an opportunity for a hearing to challenge the content of the record.
 3. Records or information from records containing personally identifiable information may be released in connection with a student's application for, or receipt of, financial aid.
 4. Records or information from records may be released to the parents of a dependent student, as defined in Section 152 of the Internal Revenue Code 1954. The University presumes for this purpose only that all students are independent. The parents of a student have the burden to show dependent status as defined in Section 152 of the Internal Revenue Code of 1954.
 5. Records or information from records may be released to the categories of persons or institutions designated in Section 438(b)(1)(C), 438(b)(1)(E), and 439(b)(3) of the Family Educational Rights and Privacy Act of 1974, and sections 99.30(a)(2) and 99.31 through 99.36 of the regulations thereto.
 6. Records or information from records may be released to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; and administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organization and such information will be destroyed when no longer needed for the purposes for which it was released.
 7. Records or information from records may be released to accrediting organizations in order to carry out their accrediting functions.
 8. Records or information from records may be released to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
 9. The University officials responsible for implementing the Student Records Policy and insuring compliance with the Family Educational Rights and Privacy Act of 1974 are the Vice President for Administration with the assistance of the Director of Legal Affairs, and the Dean of Students. The University Ombudsman may examine all education records of a student upon authorization by the student or the Director of Legal Affairs.

Section III – Immediate Supervisor or Chair/Director/Dean

Name: _____
(Last) (First) (Middle Initial)

Email: _____ Phone Number: _____

1. Does your department have a CICS account? Yes No

If no, prior to submitting this request please contact Jerry Thompson to request a CICS account. Jerry Thompson, Computer Services Center, 593-0746 or thomsoj@ohio.edu.

2. What type of access does this employee need?

View Only Update (add, change, delete data)

Please provide a brief description of job duties that require access to SIS. If update access is requested then also list the required screens or data that needs updated.

3. Did this employee replace a previous employee who had access to SIS? Yes No

Previous Employee: _____
(Last) (First) (Middle Initial)

Did the previous employee terminate his/her employment or transfer to another department?

Terminated Employment

Transferred to another department _____
(New Department) (Transfer Date)

4. I verify that the employee requesting access has a legitimate need to access SIS to fulfill responsibilities within his/her current position. I will inform the Office of the Registrar of any change in the employment status of this employee.

Immediate Supervisor Name: (Please Print) _____

Immediate Supervisor Signature: _____ Date: _____

Section IV – Chair/Director/Dean Approval

Chair/Director/Dean Name: (Please Print) _____

Chair/Director/Dean Signature: _____ Date: _____

Return this completed form (pages 1 - 4) to: Brenda Nelson, Office of the University Registrar, Chubb Hall 115.

**SIS Access and User Information
Ohio University
Office of the University Registrar**

What is the difference between view only access and update access?

Information accessible to authorized individuals includes Admissions, Housing, Student Accounts, and Student Records data. View only access is granted to those who have a legitimate educational need to view certain data in the Student Information System. Update access allows authorized users to update (add, change, or delete) data within the system such as student addresses or class size.

What is the access request and approval process?

Any Ohio University employee requesting access should complete the Request for Access to the Student Information System (SIS) form and submit it to his/her supervisor and chair/director/dean for approval. The Office of the University Registrar will evaluate each request for access based upon the employee having "a legitimate educational need."

It is required that only the person identified on the request form will have access to the system; therefore, access must be requested individually. Access is issued to a user, not a position or workstation.

Each user must read and sign The Family Educational Rights and Privacy Act (FERPA) Compliance Statement acknowledging an understanding of his/her responsibility for maintaining the confidentiality of the information accessed. The Office of the University Registrar will maintain the signed FERPA Compliance Statement on file. Questions about interpretations of FERPA should be directed to the Office of the University Registrar.

What are the responsibilities of the user?

Each SIS user will be assigned a unique User-ID and password. Each SIS user is responsible for securing his/her password. The User-ID allows the system to create an audit trail of transactions processed by the user; therefore, it should never be shared.

All persons accessing confidential or restricted student data must guarantee to maintain data about individual students in a secure way, such that it cannot be viewed – by screen access, file access or in printed form – by unauthorized individuals. Although it is acceptable to print a report or screen of confidential information for authorized record keeping or advising purposes, the user should not release the printed information to other individuals or offices. Any personally identifiable data contained in print form, which is no longer needed, should be destroyed in such a way that identification of a student is not possible.

If an authorized user has forgotten his/her password or believes it should be changed due to a breach in confidentiality he/she should contact Brenda Nelson, Office of the University Registrar, 593-4180 or <nelsonb@ohio.edu>.

What should occur when a user terminates employment in a department?

The dean, department chairperson, or area director is responsible for maintaining the overall security of access to and release of information in his/her department. When a personnel change occurs, this person must notify the Office of the University Registrar to remove access when a user terminates employment or transfers to another department. A Request for Access to the Student Information System (SIS) form must be submitted for the personnel replacement.

What type of SIS Training is available?

Athens Campus Staff:

After your request for access to SIS is approved, a trainer from the Office of the University Registrar will contact you to schedule Level-I training. Your User-ID and password will be issued at your Level-I training. Level-I training will include the following: 1) logging on/off of SIS, 2) basic screen functions, and 3) moving around in the system. After you feel comfortable navigating the SIS system, you may register for Level-II training. If the employee has been given access to update data within SIS, Level-III training is required from the Office of the University Registrar for registration, grade, and scheduling areas. **Questions about training sessions should be directed to Brenda Nelson, Office of the University Registrar, 593-4180 or <nelsonb@ohio.edu>.**

Regional Campus Staff:

After your request for access to SIS is approved, your User-ID and password will be mailed to you with Level-I training documentation. You should contact your supervisor for training information or if you are interested in attending training on the Athens campus please contact **Brenda Nelson, Office of the University Registrar, 593-4180 or <nelsonb@ohio.edu>.**

All Staff - Additional Training:

The Office of Admissions, Housing, and Student Accounts also offer training for their specific areas. For training in these areas please contact:

Admissions – Jean Lewis, 593-4104 or <lewis@ohio.edu>

Housing – Louise Bell, 593-4091 or <lbell1@ohiou.edu>

Student Accounts – Janet Cullum, 593-4134 or <cullum@ohio.edu>