



**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.



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## 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 III, Releasing 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.

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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 III, Releasing 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.

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Signature

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Date

## Excerpt from Ohio University Policy and Procedure 12.020:

### III. Releasing 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 (the Consent to Release Education Records form may be used), or as otherwise stated below, no information in any student education record may be released to any individual or organization.

1. Record-keeping personnel may have access to student education records protected by FERPA according to the conditions stipulated in the Plan section, subsection II, above.
2. University officials demonstrating a legitimate educational interest may have access to student education records protected by FERPA. A university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted to perform a service on behalf of the university; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
3. The following information is considered public or directory information, and may be published in a university publication or otherwise released:

- the student's name,
- local and permanent addresses,
- local and permanent telephone numbers,
- university e-mail address,
- current major program(s),
- participation in officially recognized activities and sports,
- weight and height of members of athletic teams,
- dates of enrollment at Ohio University,
- degrees and awards received from Ohio University, including dates and major programs,
- the most recent previous educational agency or institution attended by the student,
- student's "also known as" (AKA) name,
- student standing and degree level (first year undergraduate, second year graduate, etc.),
- enrollment status (full-time, etc.), including total hours enrolled, by term,
- primary advisor,
- expected graduation date,
- current college and campus,
- residency status (Ohio resident, out-of-state),
- admission status (new, continuing, etc.),
- record hold(s),
- deceased status.

The university shall give public notice of the categories of information that shall be considered public or directory information, and shall allow a reasonable period of time after such notice has been given for a student to inform the university, by filing a Confidentiality Status Request with the Office of the University Registrar, that **none** of the information so designated should be released without the student's prior consent.

4. Direct access to disciplinary files is limited to the staff members of University Judiciaries, the Office of Legal Affairs, and the Dean of Students. In addition, University Judiciaries shall notify the academic college in which a student is enrolled when the student is found in violation of the Student Code of Conduct, so as to assist the colleges in their work with students. This item shall not be construed so as to prohibit University 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 University Judiciaries from advising any person demonstrating a need to know as to whether a disciplinary file does or does not exist.
5. Medical and psychological treatment records are legally confidential and privileged. They will not be released to anyone other than professional and clerical staff responsible for medical and psychological information without the express written authorization of the student involved. In such cases, the student must designate what information is to be released and to whom that information is to be released.

**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](mailto: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>