

Student Information Security Application

Student Information System (SIS) Access Request Form

Please provide SIS Access to the following individual:

_____	_____	_____	_____
Name	UIN	Enterprise ID	
_____	_____	_____	_____
E-mail address	Office Phone Number	Dept Code	Employment Status (Faculty, Staff, etc.)
_____	_____	_____	
Job Title	Job Responsibilities		
_____	_____	_____	
Supervisor's Name	Supervisor's Phone Number		

Permission level requested. Please be aware that not all requests will be granted.

- Department Administration Users are able to create and modify entries in SIS for current department students as well as applicants. This permission level is ideal for Administrative Support Staff who are primarily responsible for Department level student data.
- Department Executives Users are able to view all current student information but are only able to edit Notes, department wide. This permission level is ideal for Department Heads and Assistant to the Head.
- Department Program Coordinator Users are able to view all current student information but are only able to edit Notes, for a specific program. This permission level is ideal for persons working specifically with online programs or other specific program code related groups. Please indicate program code. _____ Program Code
- Department Adviser - SIS Lite Users are able to view all current advisees and modify Notes for students. This permission level is ideal for Advisers. SIS Lite was developed with these users in mind.
- College Administration Users are able to create and modify entries in SIS for current students as well as applicants, College wide. This permission level is ideal for Student Academic Affairs Office Deans and those persons responsible for maintaining and developing SIS and SIS Lite.

Effective Date _____

I have signed the Information Security Compliance Form

(<http://edwebsfiles.ed.uiuc.edu/saao/grad/securityforms/documents/informationsecuritycomplaineformdoc>).

Have you completed FERPA training? If you have not completed FERPA training, please visit the web site at http://www.oar.uiuc.edu/staff/ferpa_tutorial/Ferpa_pg4.html and print the certificate at the end of the tutorial as verification of completion. Submit the FERPA certificate with this request form.

Account Owner's Signature Date Unit Head or Designee Signature Date

TERMINATED or TRANSFER EMPLOYEES: If this Account Owner is no longer a University employee or has transferred into another College or department, and access to SIS needs to be removed, please send an e-mail to ed-sissupport@ed.uiuc.edu indicating the account needs to be removed. You will be notified when access for this account owner has been removed.

College of Education Authorization Usage Only

Approved by Date Completed by Date