Student Information System (SIS) Access Request Form

User Information: (Please Print)

Name: ______________________________________________ EWU ID ______________________________
(Last, First, Middle)

Email ___________________________________ Department: _____________________________________

NOTE: IF YOU DO NOT HAVE AN EWU EMAIL ADDRESS PLEASE LIST SUPERVISOR’S EMAIL

Job Title: ____________________________  Indicate Status: Fulltime _____ Part time _____ Student ____

Supervisor: _________________________ Phone: ______________ Template: _________________________

IF KNOWN OR OPERATOR TO MODEL AFTER

Briefly describe access needed or position duties:
I.E. PERMITTING STUDENTS FOR CLASSES, LOOKING UP INSTRUCTORS ROOMS/SCHEDULES, POSTING PAYMENTS ETC.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Security Policy for Users with SIS Access

All employees of Eastern Washington University (administrative, academic, staff and students) are required to abide by the policies governing review and release of student education records. The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release and access of such information.

Approval for access to the Student Information System (SIS) will be granted to those individuals who have been determined to have a legitimate educational interest in the data by the Director of the functional area which oversees the student data being requested.

Individuals who have been granted access to any part of the SIS data base must understand and accept the responsibility of working with confidential student records. The following rules apply to all university employees with an SIS account:

1. Each employee given access to the system will be assigned an operator number and password. Passwords are to be kept confidential and are not be shared or given to anyone, including supervisors, co-workers, student employees, or friends. It is the responsibility of each employee to keep his/her password confidential and to change passwords whenever he/she feels someone else may have obtained access to it.

2. Employees shall use their own operator number for all transactions. If access to additional screens is needed, requests should be made through your departmental supervisor to the Director of the functional area. Each employee given an operator number is held responsible for any data input or retrieved using that operator number. All transactions on the system can be traced back to the operator number, which was utilized to access the data.

A complete policy statement on the Eastern implementation of FERPA guidelines can be found in the Registrar's Office. In part, the policy states that officials of the University may be given access to student education records on a "need-to-know" basis and that such access must be limited to job-related, legitimate educational interests. The information contained in a student's education record shall not be released to a third party without the written consent of the student.
Information that may be released if directory information is not restricted by the student on SIS:

- the student's name
- participation in officially-recognized activities and sports
- local and home addresses
- dates of attendance
- degrees and awards received
- telephone numbers
- date and place of birth
- the most recent previous educational institution attended
- major field of study

Inappropriate use or misuse of student records is a violation of Eastern's statutes and could result in civil and/or criminal prosecution.

Examples of inappropriate use of student records are:

1. Accessing and/or updating a student's record without legitimate educational interest or for personal business.
2. Releasing confidential (non-directory) information to another student, university employee, parent, or anyone not having legitimate educational interest, without the student's written consent.
3. Leaving reports or computer screens containing confidential student information logged on or in view of others, who do not have legitimate educational interest in the data.
4. Giving your personal password to anyone for any reason.
5. Discussing the information contained in the student record outside of the University or while on the job with individuals who do not have a legitimate educational interest in the information (need-to-know).

Under no circumstances should an employee give confidential student information to any other student, employee, or persons who have not been authorized to receive such information by their departmental supervisor. Although directory information may be released without prior consent, any requests coming from anyone off campus should be referred to the Registrar or the Associate Vice President for Enrollment Management.

** Students may request that directory information concerning them be restricted. If this occurs, a flag denoting such a request will appear on Screen 11 and 7. Virtually no information may then be released without the student's express written consent.

I have read and clearly understand it is my responsibility to respect and maintain the confidentiality of all records and information to which I have been given access on the computer. I acknowledge the receipt of the security guidelines and further understand that the violation of these rules could result in disciplinary action, including suspension, termination and/or prosecution.

Required Signatures:

User: _____________________________________________________  Date: ________________________
Department Chair/Supervisor: __________________________________________ Date: _________________

Send completed/signed forms to SIS Technical Services, 301 Sutton or fax to 359-4338. Phone 359-6472, 359-6544 or 359-6810 with questions.

For internal use only:

BR Security Mgr.: __________________________________________ Date: ________________________
SIS Security Mgr.: __________________________________________ Date: ________________________