

Student Information Systems Access Form

This form is to be used for new user accounts, additions or deletions of specific access, reactivations, and terminations of access for the Student Information System.

Please return this form to the Office of the Registrar

REQUESTOR'S NAME:	TITLE
EMAIL	PHONE
DEPARTMENT	SUPERVISOR'S NAME (NOT REQUIRED FOR FACULTY)

FACULTY
 STAFF
 STUDENT

<p>Access Request For: <input type="checkbox"/> Banner <input type="checkbox"/> PROWL <input type="checkbox"/> Nolij Web</p> <p>Access Request Type: <input type="checkbox"/> New User <input type="checkbox"/> Change Department/Access <input type="checkbox"/> Reactivate Previously Held Access <input type="checkbox"/> Terminate Access</p>	<p>Employment Status: <input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Inter-departmental Transfer <input type="checkbox"/> Returning</p> <p>Employee Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary - Termination date _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student <input type="checkbox"/> Employment Agency - Termination date _____</p>
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The security and confidentiality of student records are matters of concern to all LMU employees. Those employees with access to the Student Information System are in a unique position of trust in maintaining the security and confidentiality of student records. Violation of any part of the Code of Responsibility will result in the loss of access to the Student Information System and may lead to reprimand, suspension, or dismissal, consistent with the Loyola Marymount University personnel and employment policies. Each system user is expected to adhere to the following code:

- 1 Unauthorized use of or access to student records is prohibited.
- 2 Systems users may not access, update, or alter in any way their own records or records of family members.
- 3 Each system user has unique access (login ID and password) to the Student Information System. No system user may divulge or allow anyone else to use his or her access. If a system user suspects someone of knowing or using his or her access, he or she must immediately notify his or her supervisor and the Office of the Registrar.
- 4 System users are prohibited from exhibiting or divulging contents of any record or report to any person except in the execution of normal duties and responsibilities.
- 5 System users agree not to leave a terminal unattended without properly and completely exiting from the system.
- 6 System users must be familiar with and adhere to the Guidelines for the Federal Family Education Rights and Privacy Act (FERPA).
- 7 System users may not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Users may not delete or cause to be deleted a data entry from any record or report.
- 8 No official record or report or copy thereof may be removed from the office where it is maintained except in the performance of duties.
- 9 Basic demographic and address information from system users—such as building, room number, and office phone number—is stored as part of their System Access Request. System users must inform the Office of the Registrar
- 10 System users are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of their work assignments.
- 11 No one is to aid, abet, or act in a conspiracy with another to violate any part of this code.

I have read and understood the Code of Responsibility and agree to abide by it.

SIGNATURE	DATE
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I certify that I have reviewed this employee's request for data access and verify that each system and process listed is specifically required for the performance of the employee's job. I further acknowledge that I am responsible for notifying the University Registrar immediately should this individual leave the employ of this department.

SUPERVISOR'S SIGNATURE (NOT REQUIRED FOR FACULTY)	DATE
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