

SIS (Student Information System) Security Action Request

Important: This form is to be used by all personnel who wish to change or remove SIS (Student Information System) access. SIS is no longer the University's administrative system for student information but is being retained temporarily for historical reference.

If access to multiple systems (SIS, FMS, HCM, CSS) is needed, a separate form specific to each system must be submitted. See URL <http://www.bgsu.edu/its/forms> or visit the Technology Support Center, 110 Hayes Hall to obtain forms. Contact information for the specific system's security administrator is available on their form. Applicants must complete any training requirements before access will be approved.

Before filling out this form, you must have a CICS account. To get a CICS account, go to the Technology Support Center, 110 Hayes Hall, to fill out a CICS account application form and a SecurID form. You will need to present your BGSU ID card during the application process. With your CICS account, you will be able to logon to the system which includes the SIS database. Submitting this form is your request for access to that database.

Transfers - A transfer from one department to another requires two Security Action Request forms, one with "Remove" authorization from the previous department and one with "Add" authorization from the new department.

Removals - When an employee/student assistant leaves the department, a Security Action Request form must be submitted to request "Remove" authorization for the individual.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Directory Release Information

The following information has been designated as Directory Information by Bowling Green State University. This information may be released to a third party unless the student has requested that his/her Directory Information be withheld. Refer to the "Dir-Release" flag on "ADD1" screen. If there is an 'N', you cannot release any information. If there is a 'Y', you may release only the following information:

- ↑Student's name, local and home address, local and home telephone number, E-mail address, and photo
- ↑Parent's or legal guardian's name, address and telephone number
- ↑Student's date and place of birth, Major field of study, Class standing, Student's enrollment status
- ↑Participation in officially recognized sports and activities, weight and height of members of athletic teams
- ↑Dates of attendance at BGSU, Degrees and awards received
- ↑Most recent previous educational institution attended by the student

Note: A student's social security number or personal identification number (PID) is not released to anyone other than the student.

Instructions: Please follow the directions below, making sure that all requested information is filled in completely and carefully.

Step 1: Fill in the reverse side of this form completely. The form must be signed and dated by the department's CICS Contact. If you are not sure who that is, contact your chair, director, or the SIS Security Administrator.

Step 2: Return completed form to: **Technology Support Center
110 Hayes Hall.
Attn.: SIS Security Administrator
Ext. 2-9987 or 2-0999**

SIS (Student Information System) Security Action Request

User Identification

Name _____
(Last) (First) (M)
CICS Login ID : _____ BGSU ID#: _____
Job Title : _____ Faculty Administrative Classified Student
College/School : _____
Department : _____ Phone: _____

Authorization Requested (Check all that apply):

- Remove SIS Change Access

Type of SIS Access (Check all that apply):

- View only
 Other access as follows: (Please describe below what data is required within SIS for you to complete your job requirements, or supply the name or security profile of an individual that has the "same" access you require. Call 2-9987 with questions.):

User must read and sign the section below before security to SIS can be granted. See reverse side of this form for more information regarding the release of directory information.

Family Education Rights and Privacy Act of 1974 (FERPA)

You are being given access to Student Records files within the Student Information System. These files contain confidential information about a student's academic progress which cannot be released without the student's consent. Both the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, and University policy as stated in the Student Code specifically cover the release of this data. According to FERPA, "Institutions may not release information about students, nor permit inspection of their records without the student's permission unless such action is covered by certain exceptions under the act."

Therefore, as an employee of Bowling Green State University, it is your responsibility to ensure that these data are treated in a confidential manner. Strict attention should be paid to the confidential nature of this information in order to avoid any liability regarding its release.

Your signature below signifies that you have read and understand the regulations governing the release of Student Records information from the Student Information System and agree to follow University policy and the regulations promulgated under the Family Educational Rights and Privacy Act of 1974, as amended.

User Signature _____ Date ____/____/____

Signature of Dept. CICS Contact _____ Date ____/____/____

Phone: _____

Office Use Only: Security Administrator: STAB/USID Prod _____