Security Request Form

* indicates required field

Basic Information

* **Name:** Kara Hryszko

* **PawPrint/SSO:** kgh458

* **Title:** Ms.

* **Department:** 123 something St.

* **Employee ID:** 1234123123

* **Campus Address:** 4522 Don't know where ln.

* **Phone Number:** 773-202-2341

Request Information

Request Type: *New Request*

* Please describe the type of access needed (i.e. view student name, address, rosters, etc.). Please be specific.

This is what I wrote.

FERPA Score

A passing score of 85% on the FERPA Quiz is required before access to student data is approved. Access to the FERPA tutorial and the FERPA quiz can be done at http://myzoutraining.missouri.edu/ferpareq.php.

* FERPA Score: *87*

Academic Careers

* Select the Academic Carrer(s). Please check all that apply.

UGRD **,** *GRAD* **,** *VET MED*

Student Records Access

Role	Role Description	View	Update
Basic Inquiry	Access to basic bio demo and student data: names, address, FERPA directory data, photos, term info, degree information, programs, honors and awards, service indicators (holds) and previous schools.	X	
Advanced Inquiry	Includes Basic Inquiry access. Additionally includes relations with institution, citizenship, visa, decedant data, student enrollment, gpa, term history, 3C's, advisors, student groups		X
3Cs	Checklists, Comments, Communications	X	X
Advisor Update	Adding an advisor to a student's record		
Department SOC Update	Scheduling courses, assigning faculty to course, generating permission numbers		X
Service Indicators (Holds)	Administrative users with proper security can assign or remove service indicators from a student's record	X	X
Student Group View	View groups a student is associated with	X	
View Study List	View a student's class schedule		
Registrar Enrollment	Adding and dropping a course utilizing Enrollment Request		X
Advisor Student Center	Access to students study list, advisor, program/plan, demographic data, e-mail address	X	
Class Permission	Creating general or student specific class permission numbers		X

Class Permission View	View class permission numbers which have been created for a course		
Class Roster	View students enrolled, dropped or withdrawn in a course	X	
Block Enrollments	Adding and dropping a course utilizing Enrollment Request		X
Report Manager	Assists in running various reports	X	
Self Service Advisor	View Advisee photo, addresses, service indicators, emergency contacts, telephone numbers, grades, class schedule, enrollment appointment, print academic advising profile		X
Fiscal Officer	View enrollment summary, term statistics, and UM term statistics		
Academic Advising Profile	Allows printing of the Academic Advising Profile		X

Admissions Access

* Check which test(s) access is to be granted. Please check all that apply.

SAT **,** SAT **,** TOFEL **,**

IELTS **,** LSAT **,**

GED

Student Financials (Cashiers) Access

Role	Role Description	View	Update
SF General Inquiry	For staff outside of the Cashiers Office	X	
SF Cash Group Post	Also known as "Cost Centers" (for areas that want to apply charges)		X

Student Financial Aid Access

Role	Role Description	View	Update
FA Cash	View a student's financial aid awards and budget	X	
FA Non Financial Aid Staff	Also known as "Cost Centers" (for areas that want to apply charges)	X	

Reserved Access

Role	View	Update
Immunization View	X	X
Transfer Credit Admission		X
Relationships		
Student Groups		X
Accommodate (Student Health)		X
Support Staff (Registrar's Office)	X	
S Advance Standing Report	X	X

Authorization

By signing, I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized discloser by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data, are serious offenses, which may be subjected to disciplinary action.