myZou SECURITY Request Form
University of Missouri-Columbia

Send Request Directly To: **Student Information Systems
130 Jesse Hall**

*User Name : (Full Legal Name)	*PawPrint/SSO:
*Title:	*EmplID:
Academic Organization: *(Department)	*Campus Address:
	*Phone Number: 999-9999

☐ New Request

☐ Additional Request

Copy security of Current/Former Staff Member

☐ Current Staff Member   ☐ Former Staff Member

Name _____

Position _____

☐ Check if Student Worker

PawPrint/SSO _____

EmplID (If Available) _____

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

*FERPA SCORE   _____

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

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

UGRD	GRAD	MED	VET MED	LAW
☐	☐	☐	☐	☐

NOTE: * Indicates Required field

02/24/2009

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Select all appropriate access. Access to Admissions, Student Financials, and Financial Aid will be forwarded to the appropriate department.

Student Records Access

Role	Role Description	View	Update
		Access Type	
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.	☐	
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	☐	☐
3Cs	Checklists, Comments, Communications	☐	☐
Advisor Update	Adding an advisor to a student's record		☐
Department SOC Update	Scheduling courses, assigning faculty to course, generating permission numbers		☐
Service Indicators (Holds)	Administrative users with proper security can assign or remove service indicators from a student's record	☐	☐
Student Group View	View groups a student is associated with	☐	
View Study List	View a student's class schedule	☐	
Registrar Enrollment	Adding and dropping a course utilizing Enrollment Request	☐	☐
Advisor Student Center	Access to students study list, advisor, program/plan, demographic data, e-mail address	☐	
Class Permission	Creating general or student specific class permission numbers		☐
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	☐	
Block Enrollments	Adding and dropping a course utilizing Enrollment Request	☐	☐
Report Manager	Assists in running various reports	☐	
Self Service Advisor	View Advisee photo, addresses, service indicators, emergency contacts, telephone numbers, grades, class schedule, enrollment appointment, print academic advising profile		☐
Fiscal Officer	View enrollment summary, term statistics, and UM term statistics	☐	
Academic Advising Profile	Allows printing of the Academic Advising Profile		☐

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Admissions Access

Check which test(s) access is to be granted			☐ **Access to ALL test scores**	
☐ ACT	☐ SAT	☐ GRE	☐ GMAT	☐ TOFEL
☐ IELTS	☐ LSAT	☐ MCAT	☐ AP	☐ CLEP
☐ GED	☐ MILLERS	☐ PRAX	☐ PLA-MU	☐ BASE

Student Financials (Cashiers) Access

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

Student Financial Aid Access

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

Authorization

Return to: Student Information Systems
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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.

*Employee Signature:	
*Department Head (or designee) Signature:	
*Dean's (or designee) Signature:	

Reserved Access

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