

Kansas State University

Student Information System Access - KSIS

Department Name: _____

Employee Name: _____
(Print Full Name – Include Middle Name or Initial)

Action Requested: (check one, include effective date)

New Access Termination Modify Access Effective Date _____

K-State eID: _____

Position Title: _____ Wildcat ID (WID): _____

Work Phone: _____

Check One: _____ Faculty _____ Staff _____ Student/Grad Assistant

eID and Password / Policies / FERPA laws:

Your eID and password are your keys to access various electronic systems on campus. Your password is to be known only to you. Please read the following, mark the boxes and return this form to your supervisor / department head.

By marking the following boxes, I agree to be responsible for and abide by these policies and FERPA laws:

I understand that security dictates that I do not allow anyone to know or use my password and should I discover that my password is known (whether used or not), I will immediately change my password. Furthermore, I understand that should I allow another person to use my eID and password, all access to these systems granted as a registered user will be immediately terminated.

I have read the Information Technology Policies located at <http://www.k-state.edu/its/itpolicies/> and agree to abide by these policies.

I agree to comply with federal law (FERPA 1974) regarding the privacy of student information. My responsibilities are defined in K-State's Student Records Policy <https://www.k-state.edu/registrar/students/academicpolicy/>. (Any questions about this policy should be directed to Office of the Registrar at 532-6254.) Failure to comply with FERPA will result in my removal from further access and could result in further administrative and legal actions as allowed by law. By submitting this form, I agree to abide by all FERPA rules and regulations and to complete K-State's annual FERPA Self- Assessment which will be distributed via email.

A FERPA training (Canvas) must be completed, if you do not currently have one on file, before access will be granted.

User's Role Access (multiple roles may be selected) ** NOTE : (OT) = online training available

ADMISSIONS (AD)	FINANCIAL AID (FA)	STUDENT FINANCIALS (SF)	STUDENT RECORDS (SR)	STUDENT RECORDS (SR)
Add	Add	Add	Add	Training Required
COLLEGE & DEPTS		DEPT STAFF	Advise Students (Advisor) OT	Assign and Advisor
		DEPT UPDATE	Assign Class Permission OT	Enroll a Student
			Maintain Service Indicators OT	Update Certificate Graduation
			Student Worker Access	Update Class Schedule
			View Student Academic Info	Update Graduation Work Area
			View Student Directory Info	Update Minor Graduation
			View Student Class Schedule Info	Update NCAA Tracking
			View Depart Course Schedule Info	Update Program/Plan Data
			DARS/uAchieve (run audit)	Update Requisites
				Update Student Group
RESTRICTED ACCESS:				
Restricted AD Access:	Restricted FA Access:	Restricted SF Access:		
APP PROCESSING	ADMISSIONS STAFFVW	AR SUPERVISOR		
CORRESPOND	CONTROLLERS VIEW	DEFER ASSIGN STUDENTS		
DATA MANAGEMENT	DIRECTOR	FA STAFF		
FRONT DESK	PROCESS	FA SUPERVISOR		
OTHER	SCHOL STUDENT	LOANS PROCESSOR		NAVIGATE:
PDL FULL ACCESS	STAFF	SF QUERY TREE	Restricted SR Access:	Student Success Center (SSC)
PDL LOAD	STUDENT	REFUND SUPERVISOR	FINAID ADMIN USER	ADVISOR OT
TECHNICAL	SCHOLARSHIP PROCESS	SERVICE INDICATOR	STUDENT LIFE	Front Desk Staff OT
TRANSCRIPT	VA STAFF	STAFF	UG ADMISSIONS ACCESS	Front Desk Student OT
TRANSCRIPT STUDNT		SR STUDENT WAIVERS		
		TPC PROCESSOR		

Staff: _____

Supervisor: _____

Dept Head: _____

Dean/Director: _____

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Secondary Security Access Request – Page 2

Career, Academic Program Security

For use with Admissions & Student Records – Specify the career(s), programs(s), and/or academic program codes needed.

Career **ALL Programs** **Dept Programs** http://www.k-state.edu/ksis/help/docs/KSIS_Academic_Program_List.pdf

GRAD

UGRAD

VET MED

Other Secondary Security

Academic Organization/Department Code:

For use with Class Roster, Curriculum, Student Records access, please specify the academic organization.

http://www.k-state.edu/ksis/help/docs/KSIS_Academic_Organization_Values.pdf

Add

Admissions Action Security:

Add

Program Action:

Add

Application Center Security:

Add

3C Group: (The default access is inquiry for requested group)
To have UPDATE access, please check the Update box.

Inquiry Update Delete

Enrollment Security:

Add

Service Indicators:

[\(http://www.k-state.edu/registrar/ksis/ksis/si-list.html\)](http://www.k-state.edu/registrar/ksis/ksis/si-list.html)

Place Release

Student Groups:

Inquiry Update

Transcript Type Security:

Add Update

Test ID Security:

Add

CTM Transaction Security:

Add

For Office Use Only: SEVIS School Code

Add

Submit Form To: Security Administration adminaccess@ksu.edu

OR: <https://support.ksu.edu> > Identity and Access Management > Request Service > I need access to a K-State System > Select "Other" > Fill out ticket and attach a PDF of the KSIS Security Access Form.

Security Action Taken: _____

Initials: _____ **Date:** _____