Kansas State University

Student Information System Access - KSIS

Department Name	e:			
Employee Name:			Action Requested: (check one,	include effective date)
1 7	(Print Full Name – Inc	lude Middle Name or Initial)	New Modify Access Access Termination Effective Date	
K-State eID:			Access Termination El	ffective Date
Position Title:		Wildcat ID (WI	D):	
Work Phone:				
(Check One: Fa	culty Staff	Student/Grad Assista	nt
mark the boxes and By marking the follo I understand used or not access to the I have read the I agree to con Records Polic the Registran legal actions Self- Assessi	ord are your keys to access various return this form to your supervisors wing boxes, I agree to be responsible that security dictates that I do not by I will immediately change my passe systems granted as a registered me Information Technology Policie mply with federal law (FERPA 19 by http://www.k-state.edu/registrat532-6254 .) Failure to comply as allowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply as allowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply a sallowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply a sallowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply a sallowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply a sallowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply a sallowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .) Failure to comply a sallowed by law. By submitting ment which will be distributed via https://www.k-state.edu/registrat532-6254 .)	r / department head. ble for and abide by these policies and allow anyone to know or use my pas assword. Furthermore, I understand the user will be immediately terminated. s located at http://www.k-state.edu/ir 74) regarding the privacy of student ar/students/academicpolicy/#STUR with FERPA will result in my removath this form, I agree to abide by all FER email. t be completed, if you do not current *NOTE: (OT) = online training available.	sword and should I discover that my passon hat should I allow another person to use mets/itpolicies/ and agree to abide by these poinformation. My responsibilities are define E.C. (Any questions about this policy should I from further access and could result in fup PA rules and regulations and to complete Ety have one on file, before access will be able	word is known (whether y eID and password, all licies. licies. licies of in K-State's Student be directed to Office of administrative and K-State's annual FERPA granted.
IISSIONS (AD)	FINANCIAL AID (FA)	STUDENT FINANCIALS (SF)	STUDENT RECORDS (SR)	STUDENT RECORDS (SR)
OLLEGE A DEPTS	Add	Add	Add	Training Required
OLLEGE & DEPTS		DEPT STAFF DEPT UPDATE	Advise Students (Advisor) OT Assign Class Permission OT	Assign and Advisor
		DEPT UPDATE		Enroll a Student
			Maintain Service Indicators OT Student Worker Access	Update Certificate Graduation
			Student Worker Access	Update Certificate Graduation Update Class Schedule
			Student Worker Access View Student Academic Info View Student Directory Info	Update Certificate Graduation
			Student Worker Access View Student Academic Info View Student Directory Info View Student Class Schedule Info	Update Certificate Graduation Update Class Schedule Update Graduation Work Are
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(Signature)

(Date)

(Printed Name)

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Secondary Security Access Request – Page 2

Career, Academic Program Security For use with Admissions & Student Records - S Career ALL Programs Dept Progr	Specify the career(s), programs(s), and/or academic program codes needed. *ams http://www.k-state.edu/ksis/help/docs/KSIS Academic Program List.pdf
GRAD	
UGRAD	
VET MED	
Other Secondary Security	
Academic Organization/Department Code:	Service Indicators:
For use with Class Roster, Curriculum, Student Records	
please specify the academic organization. http://www.k-state.edu/ksis/help/docs/KSIS Academic Or	acceptant in the second
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Add	Place Release
	
Admissions Action Security:	
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	inquiry Opuate
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	Transcript Type Security: Add Update
	Add Opuale
-	
Application Center Security:	Test ID Security:
Add	Add
	
3C Group: (The default access is inquiry for requested	group) CTM Transaction Security:
To have UPDATE access, please check the Update box.	
Inquiry Update Delete	Add
	For Office Use Only: SEVIS School Code
-	Add
Enrollment Security:	
Add	
Submit Form To: Security Administration 125 Unger Complex adminaccess@ksu.edu	
Security Action Taken:	
Initials:	Date:

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