

# 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  Modify Access

Access Termination  Eff Date \_\_\_\_\_

K-State eID \_\_\_\_\_

Wildcat ID \_\_\_\_\_

Position Title \_\_\_\_\_

Work Phone \_\_\_\_\_ Check One: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student Employee \_\_\_\_\_

**eID and Password:** 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, sign and date the form, and return it to your department head.

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.

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

**Sensitive Information Control/FERPA Law:** I am expected to comply with federal law (FERPA 1974) regarding the privacy of student information. My responsibilities are defined in K-State's Student Records Policy <http://www.k-state.edu/registrar/students/academicpolicy/#STUREC>. (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 signing below I agree to abide by all FERPA rules and regulations and to complete K-State's annual FERPA Self-Assessment provided by Qualtrics online survey system which will be distributed via email.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**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	<b>Training Required</b>
<input type="checkbox"/> COLLEGE & DEPTS	<input type="checkbox"/> SCHOLARSHIP INQUIRE	<input type="checkbox"/> DEPT STAFF	<input type="checkbox"/> Advise Students (Advisor) (OT)	<input type="checkbox"/> Assign an Advisor
<input type="checkbox"/>	<input type="checkbox"/> View Financial Aid Awards	<input type="checkbox"/> DEPT UPDATE	<input type="checkbox"/> Assign Class Permission (OT)	<input type="checkbox"/> Block Enroll Students
	<input type="checkbox"/> View Financial Aid Need		<input type="checkbox"/> Maintain Service Indicators (OT)	<input type="checkbox"/> Enroll a Student
	<input type="checkbox"/>		<input type="checkbox"/> Student Worker Access	<input type="checkbox"/> Master Extract Reporting
	<input type="checkbox"/>		<input type="checkbox"/> View Student Academic Info	<input type="checkbox"/> Update Certificate Graduation
	<input type="checkbox"/>		<input type="checkbox"/> View Student Directory Info	<input type="checkbox"/> Update Class Schedule
			<input type="checkbox"/> View Student Class Schedule Info	<input type="checkbox"/> Update Graduation Work Area
			<input type="checkbox"/> View Dept Course Schedule Info	<input type="checkbox"/> Update Minor Graduation
			<input type="checkbox"/> DARS (Run Audit)	<input type="checkbox"/> Update Program Plan Data
			<input type="checkbox"/>	<input type="checkbox"/> Update Requisites
			<input type="checkbox"/>	<input type="checkbox"/> Update Student Group
<b>RESTRICTED ACCESS:</b>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Restricted (AD) access</b>	<b>Restricted (FA) Access</b>	<b>Restricted (SF) Access</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> APP PROCESSING	<input type="checkbox"/> ADMISSIONS STAFFVW	<input type="checkbox"/> AR SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CORRESPOND	<input type="checkbox"/> CONTROLLERS VIEW	<input type="checkbox"/> DEFER ASSIGN STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> DATA MANAGEMENT	<input type="checkbox"/> DIRECTOR	<input type="checkbox"/> FA STAFF	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FRONT DESK	<input type="checkbox"/> PROCESS	<input type="checkbox"/> FA SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OTHER	<input type="checkbox"/> SCHOL STUDENT	<input type="checkbox"/> LOANS PROCESSOR		
<input type="checkbox"/> PDL FULL ACCESS	<input type="checkbox"/> STAFF	<input type="checkbox"/> QUERY TREE	<b>Restricted (SR) Access</b>	<b>STUDENT SUCCESS (KSU_SSC)</b>
<input type="checkbox"/> PDL LOAD	<input type="checkbox"/> STUDENT	<input type="checkbox"/> REFUND SUPERVISOR	<input type="checkbox"/> FINAIDADMINUSER	<input type="checkbox"/> Advisor (OT)
<input type="checkbox"/> TECHNICAL	<input type="checkbox"/> SCHOLARSHIP PROCES	<input type="checkbox"/> SERVICE INDICATOR	<input type="checkbox"/> STUDENT LIFE	<input type="checkbox"/> Front Desk Staff (OT)
<input type="checkbox"/> TRANSCRIPT	<input type="checkbox"/> VA STAFF	<input type="checkbox"/> STAFF	<input type="checkbox"/> UGADMISSIONSACCES	<input type="checkbox"/> Front Desk Student (OT)
<input type="checkbox"/> TRANSCRIPT STUDNT	<input type="checkbox"/>	<input type="checkbox"/> SRSTUDENTWAIVERS	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> TPC PROCESSOR	<input type="checkbox"/>	

Supervisor: \_\_\_\_\_

Dept Head: \_\_\_\_\_

Dean's Office: \_\_\_\_\_

(Printed Name)

(Signature)

(Date)

# Kansas State University

## Student Information System Access - KSIS

### 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	<a href="http://www.k-state.edu/ksis/help/docs/KSIS_Academic_Program_List.pdf">http://www.k-state.edu/ksis/help/docs/KSIS Academic Program List.pdf</a>
GRAD	<input type="checkbox"/>	<input type="checkbox"/>	_____
UGRAD	<input type="checkbox"/>	<input type="checkbox"/>	_____
VET MED	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### 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](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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Enrollment Security

Add

\_\_\_\_\_

Send completed form to:  
**Security Administration**  
**iTAC, 214 Hale Library**

##### Service Indicators

<http://www.k-state.edu/registrar/ksis/ksis/si-list.html>

Place	Release	
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Student Groups

Inquiry	Update	
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Transcript Type Security

Add	Update	
<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Test ID Security

Add

\_\_\_\_\_

##### CTM Transaction Security

Add

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

##### For Office Use Only – SEVIS School Code

Add

\_\_\_\_\_

iTAC Security Action Taken

\_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding completion of this form please contact the Information Technology Assistance Center (iTAC) Help Desk at 532-7722.