



UNIVERSITY of ALASKA SOUTHEAST

University of Alaska Southeast Statement of Responsibility and Rules of Conduct

Name (print): _____
First Name MI Last Name

Banner User ID (if assigned): _____ UA ID (if assigned): _____

All university employees and authorized systems users are responsible for the security and confidentiality of university data, records and reports. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. The unauthorized use of, or access to, confidential data is strictly prohibited and will subject the individual to disciplinary action as specified herein.

The system access rules of conduct and user responsibilities include but are not limited to:

1. System users shall not personally benefit or allow others to benefit by knowledge of any special information gained by virtue of their work assignments or system access privileges.
2. System users shall not exhibit nor divulge the contents of any confidential record or report to any person, except in the execution of assigned duties and responsibilities.
3. System users shall not knowingly include nor cause to be included in any record or report a false, inaccurate, or misleading entry.
4. System users shall not knowingly expunge nor cause to be expunged a data entry from any record or report, except as is a normal part of their duties. Due caution will be exercised in the disposal of documents and reports containing sensitive information.
5. System users shall not publish nor cause to be publish any university reports, records or other information which contains confidential information for unauthorized distribution.
6. System users shall comply with information security procedures and rules of conduct as promulgated by the university.
7. System users shall not share passwords with anyone nor transcribe them in any manner, such as, but not limited to: written, stored, transmitted on computer systems or imbedded within automatic login procedures.
8. No person shall aid, abet or act in concert with another to violate any part of these rules.

In addition to the above items, the users of SCT applications must comply with the conditions of the license agreement the university has with SCT. The agreement requires you and your organization to not sell, give away, or circulate any part or all of the SCT system to anyone. The SCT applications are the property of SCT and they must be treated as confidential information. Should you have any questions regarding the conditions for use of the system, please contact your campus information Security Coordinator.

Violation of these rules of conduct may subject you to loss of information access privileges, reprimand, suspension or dismissal in such manner as is consistent with Regent's policies and university regulations and to prosecution under federal and state computer and information security laws.

I have READ and fully UNDERSTAND the State of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules.

User Signature _____ Date: _____

UAS Security Manager _____ Date: _____

University of Alaska Southeast - Student Information Access Request

Name (Please Print): _____
First Name MI Last Name UA ID

Banner User ID (if assigned): _____ UA Username (if assigned): _____

Position: _____ Dept: _____ Phone: _____

User: _____ Faculty _____ Staff _____ Temp _____ Student Campus: _____

Mark all items that apply to your job responsibilities. **If this is your first Student Information access request**, also submit a signed Statement of Responsibility. FERPA training is required in order to retain access to student information. Complete FERPA training at myua.alaska.edu.

If this request is to update existing student access: Mark the new items. Additional training may be required.

_____ **DSD:** I want to use the DSD Web Queries (QMenu/QAdhoc) to get student data reports such as address labels, class list, fee reports, and schedule reports. This is separate from Banner access. SIUSER

_____ **OnBase:** I need to view the following student documents: _____ Admissions _____ Registrar's Office _____ Financial Aid

_____ **Banner: Advising** - viewing student schedules, grades, GPAs, completed classes, transfer classes, admission and graduation status and petition information. QSA_ADVISOR_C
Banner forms: SAAADMS, SFASLST, SFASTCA, SFI2HRS, SFI2RAT, SGAADV, SGASADD, SGASTDN, SHACRSE, SHADEGR, SHAINST, SHATERM, SHI2TCE, SOA2COL, SOAHOLD, SOAHSCH, SOATEST, SPACMNT, SPAIDEN, SPAPERS, and SPATELE

_____ **Banner: Holds** - I am an academic advisor, and need to add or release ADVISING REQUIRED holds. **Advising hold release training is required.** MTR_HOLD_C
Banner form: SOAHOLD

_____ **Banner: Assign Advisors** - I need to add or change advisor(s) assigned to students. MSX_ADD_ADVISOR_C
Banner form: SGAADV

_____ **UAOnline: Advising** - Faculty/Advisor menu: I am a faculty member, academic advisor, or assistant to an advisor and need to view student records on the UAOnline Faculty/Advisor menu. SIAINST

_____ **Banner: Unofficial Transcripts** - I need to print unofficial transcripts. **Training is required.** MSX_UNOFF_TRANSCRIPT_C
Banner forms: SHA2TRU and SHR2TRU

_____ **Banner: Reports** - Print class rosters, and other reports (admissions, prerequisites, schedules, enrollment statistics, enrolled majors, graduation, etc.) for my department and faculty. MSR_DEPT_RECRUIT_C
Banner forms: SAR2ADM, SSR2ADM, SFASLST, SFRSLST, SFR2ACT, SFR2ENR, SFR2ENS, SFR2ESR, SFR2LST, SFR2PRC, SFR2PRQ, SFR2PRS, SFR2SCH, SHR2MJR, SHR9OMM, and SPACMNT

_____ **Banner: Population Selections** - Create phone list, mailing labels, prerequisite reports, registration activity reports, student schedules, graduation applicants, etc. for selected groups of students such as my department's majors, students who have a certain GPA, etc. **Population Selection training is required.** MGX_LETGEN_DEPT_C and MGX_POP_SEL_C
Banner forms: GLAEXTR, GLBDATA, GLP2DPD, GLP2LMP, and GLRSLCT

_____ **Banner: Overrides** - Give students approval to register for my department's restricted classes. **Override training is required.** MSX_APPROVAL_C (Oracle Roles: BAN_DEFAULT_NODELETE and USR_DEFAULT_NONDELETE)
Banner forms: SFASRPO

_____ **Banner/ELMO:** Access to ELMO Verifier and/or need general student information for resetting password. MSX_HELPDESK_C
Banner forms: GOAEMAL, GOATPAC, SAAADMS, SFI2RAT, SGASTDN, SHACRSE, SOAHSCH, SPACMNT, SPAIDEN and SPAPERS

_____ **Salesforce (Enrollment Rx) Access:** I need to access to track prospective & incoming students and admissions applications.

Additional Access Needs:

All marked and additional items are related to my job responsibilities at the University of Alaska Southeast.

User Signature Date

Supervisor's Signature Printed Name Date