

# SIS ACCESS REQUEST

## Academic Departments

**Add**    **Change**    **Delete**    **Transfer (Start Date: \_\_\_\_\_)**

Complete form. Return to IRIM/SIS Production in 219 PIO Building or fax to 405-744-4834.  
Contact 405-744-6864 for assistance.

### USER INFORMATION

<b>NAME</b>	<b>EMPLOYEE ID NUMBER</b>
<b>DEPARTMENT</b>	<b>WORK ADDRESS</b>
<b>TELEPHONE NUMBER</b>	<b>TITLE</b>

Select one option:

- |  |  |
|--|--|
| 0305 <input type="checkbox"/> <b>Administrative Update</b> | 0337 <input type="checkbox"/> <b>Academic Query</b>                |
| 0306 <input type="checkbox"/> <b>Degree Audit/Advisor</b>  | 0347 <input type="checkbox"/> <b>General Query (Bursar Access)</b> |
| 0317 <input type="checkbox"/> <b>Administrative Query</b>  | 0350 <input type="checkbox"/> <b>Bio/Demo Query (No Bursar)</b>    |
| 0325 <input type="checkbox"/> <b>Advisors</b>              | 0164 <input type="checkbox"/> <b>Classroom Maintenance</b>         |

### Confidentiality Agreement

Access to OSU's Student Information System (SIS) gives you access to sensitive personal information. You are responsible for maintaining the confidentiality of this information and protecting the privacy of OSU students, faculty, staff, clients, and customers. Three federally mandated regulations govern the release of non-public or directory information. The Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Financial Services Modernization Act affect the manner in which we treat personal educational, health, and financial information. **It is the intent that OSU abides by these mandates and any confidential information should remain confidential and restricted to those who have a legitimate educational interest in such information, as outlined in the requirements of their job.** FERPA covers educational information and without a signed release from the student, educational records including attendance, grades, and financial information may not be released. HIPAA concerns health related records including financial information generated in the course of medical treatment. Individuals have a reasonable expectation to believe all health related information is controlled and kept confidential. The Financial Services Act protects the financial information of individuals from public release. Exceptions to the rules are rare and entail the use of subpoenas and legal proceedings. Personal use of SIS is not permitted. User identification numbers, operator IDs and passwords are considered confidential information and are not to be released to anyone, including co-workers. Writing a user identification number, ID and/or password in a readily accessible location shall be considered release of this information and is not permitted.

**I have read and understand the above information and agree to comply with the policies contained in this agreement. I understand failure to comply can result in loss of access privileges or disciplinary action.**

\_\_\_\_\_  
User Signature & Date

**APPROVED (DEAN/DEPT. HEAD)** \_\_\_\_\_

Signature & Date

**If you need to input financial aid data, request access via email to Wilma White ([wilma.white@okstate.edu](mailto:wilma.white@okstate.edu))**

<b>Checked Payroll</b>	<b>OPID Requested</b>	<b>OPID Assigned</b>	<b>FERPA Completed</b>	<b>ZSS Updated</b>
_____	_____	_____	_____	_____
<b>Payroll Dept Code</b>	<b>Ticket Number</b>	<b>SIS Training Completed</b>	<b>Test Disabled</b>	<b>Eprint Requested</b>
_____	_____	_____	_____	_____

IRIM/SIS Production Use Only