



Administrative Access for Service Units

DOCUMENT RETENTION REQUIREMENT

The applicant's department/unit must keep the form for two years following the employee leaving the department/unit.

ACCESS GUIDELINES

- Faculty-wide update access must be approved by the faculty.
- UBC Okanagan applicants must have approval from the Deputy Registrar.
- Managers must review their employees' access to ensure accuracy of requested access
- All employees must make sure they have access only to what is required for their job.
- SIS Security reserves the right to change the access requested and to change a user's access.
- Missing information will delay set up as we will need to contact you for clarification.

ACCESS TYPE

- New Access – (Note: SIS Terms of Use must be completed)
- Add to existing access

Course code(s) required _____

Why is this access requested? _____

Please email SIS Security if the applicant no longer requires some or all of the access they have previously received.

APPLICANT DETAILS

Name _____

Campus _____ Employee # _____

UBC Phone _____ UBC Email _____

CWL name _____ Position _____

Department/Unit _____



REQUIRED SIGNATURES

Department / Unit Head

Name _____ Title _____

Signature _____ Phone # _____

Date _____

Dean / Faculty (Faculty-wide access requests)

Name _____ Title _____

Signature _____ Phone # _____

Date _____

UBC Okanagan applicants: Deputy Registrar signature is also required

Name _____ Date _____

Signature _____ Phone # _____



Tick the access groups you require:

✓	GROUP	ADMINISTRATIVE DESCRIPTION
	ABOR	Aboriginal Report
	ABOU	Aboriginal Update
	ADMS	Undergraduate Admissions only
	ADMU	Undergraduate Admissions Limited
	ADMV	Admissions Screens View
	AFAQ	Faculty Advisors Inquiry
	AFLT	Affiliated Student Administrators
	ALUM	Alumni Affairs
	APDU	Additional Program Details Updating
	APDV	Additional Program Details Viewing
	AREC	Athletics and Recreation
	AWAC	Awards Bursary Adjudication. Awards office only.
	AWBY	Awards Bypass. Awards office only.
	AWCA	Calendar Cycle. Awards office only.
	AWDD	Awards Faculty Development Officer
	AWDO	Awards Central Development Officer
	AWEL	Awards Only
	AWRD	Awards Only
	AWRG	Awards Only
	AWRM	Awards Only
	AWRQ	Awards Inquiry
	CADS	Commerce Admissions
	CAMP	Campus Security
	CARD	Student Card

✓	GROUP	ADMINISTRATIVE DESCRIPTION
	CLAS	Class List administration through the FSC. Allows viewing to all class lists for the department.
	CLSV	Scheduling Services
	DEVL	Development, Advancement Services
	DRCA	Access and Diversity
	DTMD	Admissions Table Access
	DUTY	Used by the Duty Administrator to assign instructors and TAs.
	EADS	Education Admissions
	ESPS	Enrolment Service Professional
	FFEE	Finance Only
	FFEQ	Fees Inquiry
	FFES	ES Finance
	FLAT	Admissions Applicant Pool Folder
	GADS	Graduate Admissions
	GLFE	Go Global Fees
	GLOB	Go Global Staff Only
	GRAD	Graduate Studies Only
	GRDE	FSC Grades Entry
	GRDN	ES Graduation Office
	HOUS	Housing staff
	HSER	Health Services
	IDEN	Identity Confirmation
	IMAG	Imagine
	INTL	International Student Initiative
	ITIS	IT Information Systems



✓	GROUP	ADMINISTRATIVE DESCRIPTION
	CARS	Career Services
	JPRG	Joint Program
	LADS	Law Admissions
	LEV1	Log in only
	LEV2	Minimal Screens
	LEV3	Minimal Screens Inquiry with email
	LEXG	Learning Exchange
	LIBR	Library
	MADS	Medicine Admissions
	MDDI	Medicine Distributed Program
	OCMP	Okanagan Campus
	PLTI	Building Operations
	RCMT	Recruitment
	RECR	ES Records

✓	GROUP	ADMINISTRATIVE DESCRIPTION
	ITSI	IT Helpdesk
	REGI	Registrar's Registration
	REGR	Registrar's Grades
	RGCA	Change registration to all course levels
	RGCG	Change registration to Grad course levels
	RGCU	Change registration to Undergrad course levels
	RINQ	Registrar's Inquiry
	RUNR	Run Requests
	SCUP	Course Scheduling Details
	SFMU	Student Financial Module access for ES Update
	SFMV	Student Financial Module access for ES Inquiry
	STTT	Standard Timetable creation for TREP's only.
	TEVQ	Scientia Web Room Booking (WRB) for general teaching spaces.



✓	GROUP	OAMS ACCESS TYPE	SIGNATURE REQUIRED BY
	OAM2	Unit Director (Faculty Academic Advising, SD&S,ES)	Business Owner
	OAM3	Professional Advisors – M&P, CUPE staff (Faculty Academic Advising, Academic Departments, SD&S, ES)	Dean/Director
	OAM4	Faculty members and instructors in advising roles	Department/Unit Head
	OAM5	Student Peer Advisors (minimal access)	Department/Unit Head

✓	GROUP	TREP ACCESS TIMETABLE REPRESENTATIVE FOR CREATING AND SCHEDULING COURSE SECTIONS.
	TREP	Please list required course codes:

If you require additional access, please provide details and rationale below: