



## Student Information System (SIS) Access Form

Complete this form to request access to the Student Information Service Centre (SISC), the Faculty Service Centre (FSC) and/or the Scheduling and Curriculum Management Centre (SCMC). The Student Information Service Centre (SISC) is used by faculty and staff who perform student-related administrative and advising duties. **It allows viewing of all students.** Some SISC functions include: registration, emailing, awards/course/student searches and admissions. The Faculty Service Centre (FSC) and Scheduling and Curriculum Management Centre (SCMC) are used by instructors and administrators to access: class lists, submit grades, curriculum management and scheduling.

### Important:

- The applicant's department/unit must keep a copy of this access form and the terms of use agreement in the applicant's HR file for two years after the employee has left.
- SIS Security reserves the right to change the access requested and to change a user's level of access.
- **All fields under the Access Type, Applicant Details, and Unit Approval sections must be completed**  
Return a copy this form (including Terms of Use) to SIS Security.

New Access Request

Add Access

Remove Access (no signatures are required to remove SIS access, please complete **Applicant Details** only)

### Access Type

Explain how you intend to use the access requested as it relates to your current position:

### APPLICANT DETAILS

First Name _____	Last Name _____
Employee ID _____	CWL _____
UBC Phone _____	UBC Email _____
Campus _____	Position _____
	Department _____

### UNIT APPROVAL By providing the unit approval below, you have acknowledged that:

- The information under the applicant details section is correct and up to date.
- The requested access on this form is appropriate for the performance of the applicant's official duties.
- You will inform SIS Security when the applicant no longer requires the level of access stated on this form.
- You will inform SIS Security when the applicant is no longer within your unit.

\*Email approvals will be accepted if signatures cannot be obtained

### Department/Unit Head

Name _____	Title _____	Phone _____
Email _____		Date _____
Signature* _____		

### Dean/Director (For Faculty-Wide Access)

Name _____	Title _____	Phone _____
Email _____		Date _____
Signature* _____		



### PERMISSION GROUP SELECTION

- Access to SIS is divided into permission groups. Each permission group allows users to access certain screens and functions. Please select the permission groups you require below. For details on each group and how access is provisioned, please visit <https://facultystaff.students.ubc.ca/request-sis-access>.

### MINIMAL ACCESS

If you require basic view-only access to student information, please select one of the following:

LEV2 - Minimal Screens

LEV3 - Minimal Screens with Email

### FACULTY & DEPARTMENT ADVISING OFFICES

If you are a Faculty or Department Advisor, please select one of the following:

AFAC - Faculty Advisor

AFAQ - Faculty Advisor (View-only)

DEPT - Department Advisor

DART - Department Advisor with Add Specialization

GDEP - Graduate Advisor

DEAN - Dean's Office

Please indicate the course codes required for registration changes:

Please select the course levels required for registration changes (select all that apply):

0 – 99

100 – 199

200 – 299

300 – 399

400 – 499

500 – 599

600 – 699

700 – 799

If required, please select any additional access required below:

ABOR - Aboriginal Report

DNVA - Degree Navigator Advanced Mode

APDU - Additional Program  
Details Updating

APDV - Additional Program Details (View-only)

GRAJ - Graduation Adjudication

SESS - Manual Sessional Evaluation

### ONLINE ADVISING MANAGEMENT SYSTEM

Those working in advising require access to the Online Advising Management System.

Please select the level of access required.

OAM2 - Unit Director (Faculty Academic Advising, SD&S,ES)

OAM3 - Professional Advisors – M&P, CUPE staff (Faculty Academic Advising, Academic Departments, SD&S, ES)

OAM4 - Faculty members and instructors in advising roles

OAM5 - Student Peer Advisors (minimal access)

#### Approval Required By:

Business Owner

Dean/Director

Department/Unit Head

Department/Unit Head



### FSC, SCMC SECTION MANAGEMENT

If you are involved with course section and curriculum management or scheduling, please select the groups you require below:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| CLAS - Class List Admin               | CURL - Course URL                  |
| DUTY - Duty Admin                     | EREP - Exam Representative         |
| GRDE - Grades Entry                   | SCUP - SISC Section Control        |
| STTT - Standard Timetable<br>Creation | TEVQ - Web Room Booking (Scientia) |
| TREP - Timetable Representative       |                                    |

Please indicate the course codes required:

### ADMISSIONS

If you are involved in admissions, please check one of the following types of access. The access type selected below also includes access to the Docket screen.

- |      |                 |
|------|-----------------|
| View | View and update |
|------|-----------------|

Please indicate the required admissions processing areas. For a list of processing areas, please refer to our webpage (<https://facultystaff.students.ubc.ca/request-sis-access>)

### UNIT SPECIFIC GROUPS

If you work in a specific unit/service area, please select below:

- |  |   |
|--|---|
| AFLT - Affiliate Card<br>Administrator (e.g. Carey<br>College, Regent College, etc.) | ALUM - Alumni Affairs                             |
| AREC - Athletics<br>& Recreation   | CAMP - Campus Security                            |
| CARD - UBC Carding   | DRCA - Access and Diversity                       |
| GLOB - Go Global   | GRAD - Faculty of Graduate & Postdoctoral Studies |
| HOUS - Housing   | IDEN - Student Identification (IT Services)       |
| INTL - ISI Departement Advisors  | LIBR - Library                                    |
|  | RCMT - Student Recruitment & Advising             |

### OTHER ACCESS NEEDED:

If you require access to other permission groups, please list them below. If you are unsure of what permissions you require, please include details on your role at UBC below:



### Student Information System (SIS) Terms of Use

I understand that the Student Information System (the "SIS") is being made available to me solely for the performance of my official duties as an employee or contractor of the University of British Columbia. I shall protect the availability, integrity, and security of student, employee and financial information to which I have access in the SIS (the "Data"), as set out below. I further understand that failure to comply with this agreement may lead to disciplinary action, up to and including termination, and/or civil/criminal penalties.

I understand that student, employee and financial information from any sources is subject to [the BC Freedom of Information and Protection Act](#). I have read and understand [Policy SC14 – Acceptable Use and Security of UBC Electronic Information Systems](#).

Accordingly:

1. I will be a responsible user of the Data by:
  - only accessing, using, sharing, altering, or deleting Data when authorized and necessary for the performance of my official duties;
  - interpreting Data accurately and in a manner that complies with Part 2 of [Policy SC14](#);
  - never knowingly including, nor causing to be included, false or misleading Data in the SIS; and
  - only sharing Data with individuals who are authorized and who have a reasonable need to access it.
2. I will protect the security and confidentiality of the SIS by:
  - signing off the SIS when not using it;
  - not disclosing my Campus-wide Login (CWL) account or password to other individuals;
  - not using another person's CWL account or password; and
  - immediately reporting to a supervisor or SIS Security anytime I have reason to believe my password, or that of another individual, has been compromised or is being used by a person other than the individual to whom it was issued.
3. I will protect the security and confidentiality of the Data by:
  - ensuring that I only send Data to individuals who are authorized to receive it;
  - storing Data in a secure manner – including encrypting it if it is stored on a mobile device, in accordance with [Information Security Standard #05 \(Encryption Requirements\)](#);
  - transmitting or sharing Data in accordance with [Information Security Standard #03 \(Transmission and Sharing of UBC Electronic Information\)](#);
  - only copying, reproducing, printing or downloading Data when authorized and necessary for the performance of my official duties;
  - disposing of unneeded Data in electronic format by destroying it in accordance with [Information Security Standard #08 \(Destruction of UBC Electronic Information\)](#); and
  - disposing of unneeded Data in hardcopy format by shredding.

My signature indicates that I have read, understand and abide by the terms and condition of this agreement.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date