



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 for 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 Applicant Details, Unit Approval, and Access Type sections must be completed.** Return a copy this form (including Terms of Use) to SIS Security at sis.security@ubc.ca.
- **Access to Admissions and Course Scheduling:** Please complete Appendix A as these functionalities will be provisioned in Workday Student. Note that Enrolment Services will also provide equivalent access in the Student Information System (SIS) where applicable.

New Access Request: ☐ Update Access: ☐ Remove Access: ☐

* Please note, no signatures are required to remove SIS access, complete **Applicant Details** only.

APPLICANT DETAILS

First Name:	_____	Last Name:	_____
Employee ID:	_____	Workday Position ID:	_____
CWL:	_____	Title:	_____
Campus:	_____	Department:	_____
Email:	_____	Phone:	_____

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 required 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.

Department/Unit Head

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

Dean (For Faculty-Wide Access: e.g. AFAC, DEAN, OAM3 or requests for all course codes within a faculty)

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

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

**ACCESS TYPE****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 the [Request SIS webpage](#).

Minimal Access

If you require basic view-only access of 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 – Dept 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:

Role Group	Role/Position
<input type="checkbox"/> OAM2	Unit Director (e.g. Academic Advising, VPS, ES)
<input type="checkbox"/> OAM3	Professional Advisors (e.g. Academic Advising, VPS, ES)
<input type="checkbox"/> OAM4	Faculty members and Instructors in advising roles
<input type="checkbox"/> OAM5	Student Peer Advisors (minimal access)



FSC, SCSM Section Management

If you are involved with course section and curriculum management or scheduling, please select the groups you require below. To request access for course scheduling, please complete Appendix A.

- | | |
|--|---|
| <input type="checkbox"/> CLAS - Class List Administration GRDE - | <input type="checkbox"/> CURL - Course URL |
| <input type="checkbox"/> Grades Entry | <input type="checkbox"/> EREP – Exam Representative |
| SCUP - Section Control | TEVQ - Web Room Booking (Scientia) |
| STTT - Standard Timetable Creation | |

Please indicate the course codes required:

Unit Specific Groups

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

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

Please explain in detail how you intend to use the requested access as it relates to the duties and responsibilities of your position.



Admissions

The Admissions Administrative Portal (AAP) replaces the SIS admissions functionality. If you require access to APP, please complete Appendix A. If access is provisioned, SIS security will provide basic view only access to the admissions docket in the SIS as administrative duties involving admissions are primarily done in the APP.

Course Scheduling

If you require access to course scheduling (e.g. Timetable representatives/scheduling administrators) functionalities, please complete Appendix A. If access is provisioned in Workday Student, SIS security will provide the equivalent in the SIS, including access to Scientia as appropriate.

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.

Return a copy of this completed form (including the Terms of Use) to SIS security at sis.security@ubc.ca.
If you require access to admissions and course scheduling functionalities, please complete **Appendix A**.



Student Systems Terms of Use

'Student Systems' includes all systems required to perform student-related administrative and advising duties. These include the new student information system, Workday Student, and its associated ecosystems (e.g., Admissions solution, Business Process Management Systems (BPMS), Scientia); as well as the Student Information Service Centre (SISC), the Faculty Service Centre (FSC), and the Scheduling and Curriculum Management Centre (SCMC).

I understand that these Student Systems are 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 Student Systems (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 Student Systems; 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 Student Systems by:
 - signing off the Student Systems 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;
 - immediately reporting to a supervisor or to Enrolment Services 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; and
 - adhering to proper use of role-based access controls, as determined by UBC.
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 conditions of this agreement.

Employee Name

Employee ID

Signature

Date



APPENDIX A: Access to Workday Student (Admissions & Course Scheduling Only)

Complete this section if you require access to admissions and course scheduling. Note that Enrolment Services will provide equivalent access to the SIS where applicable.

Security Roles Selection

Access to Workday Student (including its associated ecosystems) is based on [security roles](#) that control what people can see and do within the system(s). Security roles are typically assigned to positions within UBC, not individual people.

Admissions

The Admissions Administrative Portal (AAP) replaces the SIS admissions functionality. Please select the processing area(s) needed for the security role you require. For information on processing areas, please visit the [AAP Processing Areas webpage](#).

If access is provisioned, SIS security will provide basic view only access in the SIS as administrative duties involving admissions is primarily done in the AAP.

Security Role	Description	Applicable Processing Area(s) (Check all that apply)
Admission Staff	Advises applicants in their faculty/department (i.e., primarily view-only access to information and to answer questions).	<input type="checkbox"/> ADMS <input type="checkbox"/> FRST <input type="checkbox"/> MEDI <input type="checkbox"/> DAP <input type="checkbox"/> GRAD <input type="checkbox"/> OCPE <input type="checkbox"/> DENT <input type="checkbox"/> GRDO <input type="checkbox"/> PHAR <input type="checkbox"/> EDUC <input type="checkbox"/> REAL <input type="checkbox"/> REHA <input type="checkbox"/> ENGR <input type="checkbox"/> LAW <input type="checkbox"/> RITS <input type="checkbox"/> EXCH <input type="checkbox"/> MBA
Admission Advisor	Updates application information (i.e., reviews and updates biographical and applicant details); able to answer questions and admit students.	<input type="checkbox"/> ADMS <input type="checkbox"/> FRST <input type="checkbox"/> MEDI <input type="checkbox"/> DAP <input type="checkbox"/> GRAD <input type="checkbox"/> OCPE <input type="checkbox"/> DENT <input type="checkbox"/> GRDO <input type="checkbox"/> PHAR <input type="checkbox"/> EDUC <input type="checkbox"/> REAL <input type="checkbox"/> REHA <input type="checkbox"/> ENGR <input type="checkbox"/> LAW <input type="checkbox"/> RITS <input type="checkbox"/> EXCH <input type="checkbox"/> MBA
Admission BBA Advisor	Administers personal profile and readers as part of Broad-Based Admissions Only available to Enrolment Services, Education, and Sauder admissions staff.	<input type="checkbox"/> Consolidated <input type="checkbox"/> Education <input type="checkbox"/> Sauder

Explain in detail how you intend to use the requested access as it relates to the duties and responsibilities of your position.



Scheduling (*Course Scheduling only*)

The scheduling security roles for Launch 1 are specific to **course scheduling** only. Please select the appropriate security role below.

If access is provisioned, SIS Security will provide the equivalent in the SIS, including access to Scientia as appropriate. If you require other scheduling (e.g. web room booking) related access, please see Appendix A for details.

Security Role	Description
<input type="checkbox"/> Course Section Specialist	Review and update course sections (i.e., set up and update course sections, cluster course sections, hide/unhide course sections, publish individual course sections, assign non-teaching instructor to course sections); view Special Topics and Variable Credit application Role: Timetable-Representative (T-Rep), Departmental Administrator

Please indicate the required course code(s).

Explain in detail how you intend to use the requested access as it relates to the duties and responsibilities of your position.