**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 Access Type, Applicant Details, and Unit Approval sections must be completed.** Return a copy this form (including Terms of Use) to SIS Security at [sis.security@ubc.ca](mailto:sis.security@ubc.ca).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New Access Request: |  | Add Access: |  | Remove Access: |  |

\* Please note, no signatures are required to remove SIS access, 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.

**Department/Unit Head**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Phone: |  | Date: |  |
| Email: |  | Signature\*: |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Phone: |  | Date: |  |
| Email: |  | Signature\*: |  |

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

**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 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:*

**Approval Required By:**

Business Owner

Dean/Director

Department/Unit Head

Department/Unit Head

|  |  |
| --- | --- |
| OAM2 – Unit Director (Faculty Academic Advising, SD&S, ES): |  |
| OAM3 – Professional Advisors (M&P, CUPE staff including Faculty Academic Advising, Academic Departments, SD&S, ES): |  |
| OAM4 – Faculty members and Instructors in advising roles: |  |
| OAM5 – Student Peer Advisors (minimal access): |  |

**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 Administration: |  | CURL – Course URL: |  |
| DUTY – Duty Administrator: |  | EREP – Exam Representative: |  |
| GRDE – Grades Entry: |  | SCUP – SISC Section Control: |  |
| STTT – Standard Timetable Creation: |  | TEVQ – Web Room Booking (Scientia): |  |
| TREP – Timetable Representative: |  |  |  |

*Please indicate the course codes required:*

**Admissions**

*If you are involved in admissions, please check off 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 web page (*<https://facultystaff.students.ubc.ca/request-sis-access>*).*

**Unit Specific Groups**

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

|  |  |  |  |
| --- | --- | --- | --- |
| AFLT – Affiliate Card Administrator (e.g. Carey College, Regent College, etc.): |  | ALUM – Alumni Affairs: |  |
| AREC – Athletics & 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 Department 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](https://universitycounsel.ubc.ca/access-and-privacy/). I have read and understand [Policy SC14 – Acceptable Use and Security of UBC Electronic Information Systems](https://universitycounsel.ubc.ca/files/2022/05/Information-Systems-Policy_SC14.pdf).

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](https://universitycounsel.ubc.ca/files/2022/05/Information-Systems-Policy_SC14.pdf);
   * 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)](https://cio.ubc.ca/sites/cio.ubc.ca/files/documents/standards/Std%2005%20Encryption%20Requirements.pdf);
   * transmitting or sharing Data in accordance with [Information Security Standard #03 (Transmission and Sharing of UBC Electronic Information)](https://cio.ubc.ca/sites/cio.ubc.ca/files/documents/standards/Std%2003%20Transmission%20and%20Sharing%20of%20UBC%20Electronic%20Information.pdf);
   * 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)](https://cio.ubc.ca/sites/cio.ubc.ca/files/documents/standards/Std%2008%20Destruction%20of%20UBC%20Information.pdf); 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