



Student Information System (SIS) Special Access Form

Complete this form to request access to non-Production SIS environments and/or technical access to the Student Information System (SIS) database. The Student Information System (SIS) contains confidential and personal information. Those requesting access to the SIS must adhere to the SIS Terms of Use. If you are a contractor, you must also complete the Security and Confidentiality Agreement ([SACA](#)). **Note:** If you are looking for functional access in the Production environment, you can use the [SIS Access Form](#).

Applicant Details

First Name:	_____	Last Name:	_____
Employee ID:	_____	UBC Email:	_____
Campus:	_____	UBC Phone:	_____
Position:	_____	Department:	_____
End date of Access:	_____	Prod CWL:	_____
		Staging CWL:	_____

Access Needed:

Description of what non-Production SIS access you require:

Approval

By providing the 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.

Department/Unit Head

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

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



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