



# STUDENT SYSTEMS SECURITY REQUEST FORM

Last Updated: April/17/2018

All 'Student Systems Security Requests' **MUST** be submitted by the **employee's direct supervisor**. If approved, access will be granted in production (FGPO) and pre-production (FGPP) environments. It is up to the Student Module Data Stewards' discretion to approve or disapprove access requests. Data fields marked with '\*' are required.

**Attention Supervisors:** By making the following security request, you are assuming full responsibility for your staff's access, removal of access when no longer needed and the completion of security audits as required.

PART I – USER ACCOUNT REQUEST TYPE			
<b>New Account</b>	<b>Update Existing Access</b>	<b>Select one</b> (if applicable)	Departing FGCU Transferring Departments Position Change within the same Dept.
			<b>Temporary Access</b> (e.g. Student Workers) – Revoke Access on (enter date)

PART II – USER INFORMATION		
*UIN:	*First Name:	*Last Name:
*Position Title:	*FGCU Email ( <u>must</u> have an empl. email account):	*College/Department Name:
Network ID:	Banner ID (if applicable):	
<b>*JUSTIFICATION</b> (Please provide a statement outlining the business related reason this user needs access)		

PART III – STUDENT SYSTEMS ACCESS REQUESTED	
<b>BANNER</b> (Select functions below)	<b>BDM</b> (see "BDM ACCESS REQUESTED" section below)
<b>GULFLINE</b> Faculty Advisor	<b>COGNOS</b> Reporting (Provide Folder/Report Name)
<b>FLORIDA SHINES</b> (Transient Student Applications)	

STUDENT BANNER ACCESS REQUESTED (Select 'Access Type' AND 'Action' for each 'Function' below)					
FUNCTIONS	ACCESS TYPE		ACTION		
	View	Update	Add	Remove	Remain
Academic Advising					
Academic Records					
Attributes or Cohorts					
Auditor Access					
Call Center Consultant (Bursar's Office)					
CANVAS Support					
Clearinghouse Data (restricted)					
Comments on Student Record					
Common Matching					
Course Catalog (view only)					
Course Section (view only)					
Curriculum (majors, minors, concentrations - view only)					
Degree Information (view only)					
Faculty Assignment and Workload					
Grades (view only)					
High School and Previous College Information					
Holds					
Housing Assignment Tasks					
Housing Assignment (ADMIN Level)					

	View	Update	Add	Remove	Remain
International Student Data (restricted)					
Library Feed Process					
Meal Assignment					
My Student Body (restricted to Prevention & Wellness Services Office)					
Person Data (SPAIDEN)					
Print Unofficial Transcripts (access to Job Submission also needed)					
Priority Registration (view only)					
Quick Flows (access to Job Submission also needed)					
Service Learning Track (restricted)					
Student Registration Information (SFAREGS, SFAREGQ)					
State Reporting (restricted)					
Space Planning					
SSN (additional justification required for this access)					
Student Application Information					
Student Athlete/Athletic Compliance					
Student Medical Records (Medical Staff only)					
Term Setup & Fee Assessment (restricted to Accounts Receivable Office)					
Term Withdrawal (restricted)					
Test Scores					
Transcript Information (Graduate Studies staff only)					
Waitlist Process (view only)					
Other (please specify):					

**BDM ACCESS REQUESTED**

APPLICATION AREA	ADMIN	VIEW	SCAN	INDEX	PRINT	EMAIL
College Advising						
Graduate Studies						
New Student Programs						
Office of the Registrar						
Undergraduate Admissions						

**PART IV –REQUIRED APPROVAL OF SUPERVISOR AND STUDENT MODULE DATA STEWARDS**

\*Supervisor Name and Title: \_\_\_\_\_ \*Supervisor Email: \_\_\_\_\_  
 \*Supervisor Digital Signature: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_

<b>Office of the Registrar</b> Data Stewards: Susan Byars, Jucimara Domingues Approved By (digital signature): _____ Comments (if denied): _____	Approved	Denied	Work Order #:
<b>Undergraduate Admissions</b> Data Stewards: Carmen Montes Allen, Dawn Walker-Saco Approved By (digital signature): _____ Comments (if denied): _____	Approved	Denied	Work Order #:
<b>Graduate Studies</b> Data Stewards: Francisco Marquez, Shannon Acosta Approved By (digital signature): _____ Comments (if denied): _____	Approved	Denied	Work Order #: