

NORTHWESTERN UNIVERSITY - SES ACCESS REQUEST

Student Records

Please scan/email signed form to
roit@northwestern.edu
 (Or fax to 847/491-8458, Attn: Jason Ripple)

1. Applicant/Current SES User *required				
*Last Name	*First Name	M.I.	*EmplID	*NetID
*Position	*Campus	*Work phone	*Email Address @northwestern.edu	
*Department(s)			Name of individual previously in your position	
Are you a staff member of: <input type="checkbox"/> The Blackboard administrative team? <input type="checkbox"/> Northwestern Law registration and records? <input type="checkbox"/> The Graduate School Student Services? <input type="checkbox"/> The International Office, maintaining SEVIS records? <input type="checkbox"/> NU Athletics? <input type="checkbox"/> The SES team (developer, consultant or BA)?				
2. Supervisor			3. Request Type*	
*Last Name	*First Name	M.I.	<input type="checkbox"/> New SES User <input type="checkbox"/> Current SES User: SES Admin ID is <input type="checkbox"/> <i>I am a current user who is changing departments.</i>	
*Supervisor NetID:	*Supervisor work phone:			

4. Default access – Once approved you will receive access to:

Base Role (Student Records, Campus Community areas)			
<input checked="" type="checkbox"/>	View schedule of classes, class search, course catalog, enrollment requirements, instructor schedules, class rosters with photos, class evaluations and class descriptions	<input checked="" type="checkbox"/>	View student bio-demo information (addresses, phones, emails, emergency contacts, relationships, religious preference, work experience, extracurricular activities, athletic participation, service indicators, honors/awards)
<input checked="" type="checkbox"/>	View enrollment appointments, permission numbers and student groups	<input checked="" type="checkbox"/>	View service indicator codes and setup
<input checked="" type="checkbox"/>	View student degree, program/plan, milestones, enrollment summary, advisor, term activation and withdrawal	<input checked="" type="checkbox"/>	View organization contacts, department, groups and location summary
<input checked="" type="checkbox"/>	View 3C communication and checklist information	<input checked="" type="checkbox"/>	View event campus meeting details, person event and event summaries
<input checked="" type="checkbox"/>	View academic careers, programs, plans, terms, grading bases, etc.		

5. Additional access – Please indicate if you also require access to:

Curriculum Management			
<input type="checkbox"/>	Create and manage class permission numbers	<input type="checkbox"/>	View department/school class evaluations (CTEC/CTE)
<input type="checkbox"/>	Add or remove teaching assistants (TAs) to class sections	<input type="checkbox"/>	Work with class descriptions
<input type="checkbox"/>	Update class section enrollment limits and class consent	<input type="checkbox"/>	Manage instructor or advisor setup
<input type="checkbox"/>	Modify meeting pattern and instructor information	<input type="checkbox"/>	Manage enrollment requisite groups for pre-registration
<input type="checkbox"/>	Manage the building of class schedules within SES	<input type="checkbox"/>	Manage enrollment requisite groups for advanced registration
Records & Enrollment			
<input type="checkbox"/>	Enroll students in classes (includes blocks and individually)	-	Term activate students <input type="checkbox"/> Individual <input type="checkbox"/> Batch
<input type="checkbox"/>	Process transcripts (includes batch and individual)	<input type="checkbox"/>	Run enrollment verifications for students
<input type="checkbox"/>	Update enrollment appointments for students	<input type="checkbox"/>	Add or edit transcript text
<input type="checkbox"/>	View student grades and GPA	<input type="checkbox"/>	Quick admit students (typically for areas without admissions offices)
<input type="checkbox"/>	View a student's transfer and AP/IB credit		
Academic Program/Plan			
-	Add, update or correct student program and plan records <input type="checkbox"/> Update existing <input type="checkbox"/> Add new <input type="checkbox"/> Correct history	<input type="checkbox"/>	Perform DGS (Director of Graduate Studies) responsibilities for your area
<input type="checkbox"/>	Process degrees for individual students	<input type="checkbox"/>	Add or update milestones for students (Typically TGS)
<input type="checkbox"/>	Process academic standing and honors and awards		
Demographics			
<input type="checkbox"/>	Run Search/Match on students' records (typically Admissions-related)	<input type="checkbox"/>	Update student religious preferences
-	View or update Ethnicity data for students <input type="checkbox"/> View <input type="checkbox"/> Update	-	Student service indicators (holds): <input type="checkbox"/> View historical <input type="checkbox"/> Place/release
<input type="checkbox"/>	View SEVIS information for international students	<input type="checkbox"/>	View External System IDs (typically Kellogg)
<input type="checkbox"/>	Assign student groups and/or extracurricular activities (Student groups typically manage pre-registration; extracurricular is associations such as Greek system)		
<input type="checkbox"/>	Update student addresses, email, phones, emergency contacts, relationships or work experience		
Academic Reports (Includes SES-BI Reports and Crystal Reports)			
<input type="checkbox"/>	Reports (including but not limited to) Major Lists, Permission Number Lists, Class Rosters and Class Schedules		
Other Student Records access needed (please describe):			
<input type="checkbox"/>			

6. Data security policy and statement of agreement

The purpose of the Student Enterprise System (SES) is to support the functions required to fulfill job responsibilities in regard to student admission, student records and registration, student accounts and student financial aid. The privacy and confidentiality of student data is protected by The Family Educational Rights and Privacy Act† (FERPA).

Statement of Agreement

Please mark the box to the left of each statement to indicate that you have read the statement.

Data Security

- I have completed the FERPA† Online Training, available via the following link:
<http://www.northwestern.edu/hr/workplace-learning/ferpa.html>
- I will only access SES while performing job responsibilities and only divulge the contents of a record or report in accordance with federal, University and departmental policies. I understand that it is unlawful to release student record information to any unauthorized third party.
- I will not seek personal benefit or knowingly permit others to benefit personally from information contained in SES.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will not divulge passwords or sign-on credentials to anyone.

Workstation Security

- I will not download from SES any non-public student information—especially social security number, date of birth, or other data protected by FERPA†—to my computer (University or personal) unless that computer is encrypted. For personal computers, faculty/staff can buy encryption software licenses at a minimal cost. For more information on data encryption solutions, see the following site:
<http://www.it.northwestern.edu/policies/dataencryption.html>
- I agree to use and maintain commercially available software that provides (a) protection from viruses and spyware and (b) an active firewall on any computer I use to access SES. I understand that (a) is available for free from Northwestern University via <http://www.it.northwestern.edu/software>
- I understand that using Virtual Private Network (VPN) is the only authorized means to access SES from off-campus. For more information see <http://www.it.northwestern.edu/oncampus/vpn/>
- I agree that no remote desktop software shall be enabled on any computer I use to access SES. (Examples include, but are not limited to, the following: Go To My PC, PC Anywhere, Log Me In.) The only approved exception is remote desktop software required and installed by a Northwestern department.

†FERPA policy: http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html

BY SIGNING BELOW, I AGREE TO ALL STATEMENTS ABOVE. I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION, INCLUDING DISMISSAL.

*Applicant's signature: _____ (sign) _____ (date)

7. *Supervisor approval: _____ (sign) _____ (date)

- Supervisor: Please check this box if you do NOT authorize this user for off-campus access

Area supervisor approval (*KSM, Law, McCormick, SCS, Feinberg ONLY) _____ (sign) _____ (date)