

Department	
Responsibility/Role	
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Security Request Form

Trigger:

When an end user needs any type of access to myZou, the Security Request Form must be completed in full and sent to Student Information Systems, 130 Jesse Hall in order for the access to be granted.

Concept

In an effort to streamline the process of requesting myZou security for Staff and Faculty a new form has been developed to assist you in identifying the type of access your users will require. This form will be helpful to ensure that all the information to make a request are gathered such as User identification, FERPA confirmation, requested access by your department and appropriate signatures.

This form will take the place of requesting myZou access by email. The form can be obtained by going to the Registrar's Faculty and Staff website (<http://registrar.missouri.edu/faculty-staff/index.php>). Please complete the form online, print it out and collect the required signatures. Then send the completed form by Campus Mail to Student Information Systems at 130 Jesse Hall. Once Student Information Systems has processed your request you will be contacted if there are any questions or when the access has been granted.

If you have any questions regarding filling out the form or what type of access should be requested please send your inquiries to the same myZou (<mailto:myzou@missouri.edu>) email address. **But please remember the actual requests must be made by using the new myZou Security Request Form (<http://registrar.missouri.edu/forms/security%20request%20form.pdf>).**

Required Field(s)	Comments
User Name	Enter the full legal name of the user requesting

	access. (i.e.: Truman T. Tiger)
Title	Enter the job title of the user requesting access. (i.e.: Mascot)
Academic Organization	Enter the academic organization (department). (i.e.: Athletics)
PawPrint/SSO	Enter the PawPrint of the user requesting access. (i.e.: tigert)
EmplID	Enter the Employee ID of the user requesting access. (i.e.: 12345678)
Campus Address	Enter the campus address of the user requesting access. (i.e.: 130 Jesse Hall)
Phone Number	Enter the campus phone number of the user requesting access (i.e.: 882-0000)
New Request/Additional Request	Select the appropriate check box. If the user does NOT currently have access to myZou, select 'New Request'. If the user currently has access and is requesting additional access, select 'Additional Request'.
Check if Student Worker	This field is REQUIRED if the user requesting access is a student worker.
FERPA Score	Enter the most recent FERPA Score for the user requesting access from the FERPA Tutorial at https://blackboard.missouri.edu .
Please describe the type of access needed...	In detail, describe the type of access, functions, and tasks the user requesting access will be performing in myZou. This assists the security team in determining the correct access for the user.
Select Academic Career(s)	Select all appropriate academic careers the user requesting access will need to have access to.
Authorization	The authorization section requires at least two (2) signatures; the Employee that is requesting access must sign, as well as an approved security authorizer for the specified department. Some departments may require the signature of the Department Head (or designee) AND the Dean's (or designee) signature. Check with your department for which signatures are required.

Output - Results	Comments

Additional Information

The myZou Security Request Form does NOT guarantee access will be given. Some access to specific security roles will be subject to the approval from the Registrar's Admissions, Cashiers, and/or Financial Aid offices.

Procedure

Complete the security request form and send a printed copy to Student Information Systems, 130 Jesse Hall. Be sure that all required information has been completed: user information, request type, FERPA score, detailed explanation of requested security, student career access, desired security roles, and required signatures.

Step	Action
1.	<p>Enter the following required fields with the users information:</p> <ul style="list-style-type: none"> User Name Title Academic Organization PawPrint/SSO EmplID Campus Address Phone Number

The screenshot shows a web browser window displaying the 'myZou Security Request Form'. The browser's address bar shows the URL: <http://registrar.missouri.edu/forms/security%20request%20form.pdf>. The form is divided into several sections:

- Top Section:** Fields for *Title, Academic Organization: *(Department), *Campus Address, and *Phone Number: 999-9999.
- Request Type Section (highlighted with a red box):**
 - New Request
 - Additional Request
 - Check if Student Worker
- Staff Member Section:**
 - Copy security of Current/Former Staff Member
 - Current Staff Member Former Staff Member
 - Name _____
 - Position _____
 - PawPrint/SSO _____
 - EmplID (If Available) _____
- FERPA Note:** A passing score of 85% on the FERPA Quiz is required before access to student data is approved. To request access to the FERPA tutorial and access the FERPA quiz can be done at <http://myzoutraining.missouri.edu/ferpareq.php>.
- FERPA Score:** *FERPA SCORE _____
- Description:** *Please describe the type of access needed (i.e. view student name, address, rosters etc.). Please be specific.

Step	Action
2.	<p>Check the appropriate request type box:</p> <p>If the user requesting access does not have access to myZou and this is their first request, check the New Request Box.</p> <p>If the user requesting access currently has myZou access and is requesting additional access, check the Additional Request box.</p> <p>If the user requesting access is a Student Worker, check the Check if Student Worker box.</p>

http://registrar.missouri.edu/forms/security%20request%20form.pdf - Windows Internet Explorer

http://registrar.missouri.edu/forms/security%20request%20form.pdf

File Edit Go To Favorites Help

http://registrar.missouri.edu/forms/security%20r...

1 / 3 102% Sign Review & Comment Find

*Title: _____

Academic Organization: _____
*(Department) _____

*Campus Address: _____

*Phone Number: 999-9999 _____

New Request

Additional Request

Check if Student Worker

Copy security of Current/Former Staff Member

Current Staff Member Former Staff Member

Name _____

Position _____

PawPrint/SSO _____

EmplID (If Available) _____

A passing score of 85% on the FERPA Quiz is required before access to student data is approved. To request access to the FERPA tutorial and access the FERPA quiz can be done at <http://myzoutraining.missouri.edu/ferpareq.php>.

*FERPA SCORE _____

*Please describe the type of access needed (i.e. view student name, address, rosters etc.). Please be specific.

Unknown Zone | Protected Mode: Off

Step	Action
3.	If the users security is to be copied from a current or previous staff member, check the appropriate box and enter the information of the user to be copied.

http://registrar.missouri.edu/forms/security%20request%20form.pdf - Windows Internet Explorer

http://registrar.missouri.edu/forms/security%20request%20form.pdf

A passing score of 85% on the FERPA Quiz is required before access to student data is approved. To request access to the FERPA tutorial and access the FERPA quiz can be done at <http://myzoutraining.missouri.edu/ferpareq.php>.

*FERPA SCORE _____

*Please describe the type of access needed (i.e. view student name, address, rosters etc.). Please be specific.

*Select the Academic Career(s). Please check all that apply.

UGRD GRAD MED VET MED LAW

NOTE: * Indicates Required field 02/24/2009

Step	Action
4.	<p>Enter the requested user's most recent FERPA Quiz score from the FERPA Tutorial in BlackBoard (https://blackboard.missouri.edu/).</p> <p>A passing score of 85% is required to be granted access. To request access to the FERPA tutorial in blackboard, goto the FERPA Request page (http://myzoutraining.missouri.edu/ferpareq).</p>

http://registrar.missouri.edu/forms/security%20request%20form.pdf - Windows Internet Explorer

http://registrar.missouri.edu/forms/security%20request%20form.pdf

File Edit Go To Favorites Help

http://registrar.missouri.edu/forms/security%20r...

1 / 3 102% Sign Review & Comment Find

A passing score of 85% on the FERPA Quiz is required before access to student data is approved. To request access to the FERPA tutorial and access the FERPA quiz can be done at <http://myzoutraining.missouri.edu/ferpareq.php>.

*FERPA SCORE _____

*Please describe the type of access needed (i.e. view student name, address, rosters etc.). Please be specific.

*Select the Academic Career(s). Please check all that apply.

UGRD GRAD MED VET MED LAW

NOTE: * Indicates Required field 02/24/2009

Unknown Zone | Protected Mode: Off

Step	Action
5.	Describe in detail the type of access needed by the user. This section is used to justify the requested security and to assist the security team in assigning the appropriate access.

http://registrar.missouri.edu/forms/security%20request%20form.pdf - Windows Internet Explorer

http://registrar.missouri.edu/forms/security%20request%20form.pdf

File Edit Go To Favorites Help

http://registrar.missouri.edu/forms/security%20r...

1 / 3 102% Sign Review & Comment Find

A passing score of 85% on the FERPA Quiz is required before access to student data is approved. To request access to the FERPA tutorial and access the FERPA quiz can be done at <http://myzoutraining.missouri.edu/ferpareq.php>.

*FERPA SCORE _____

*Please describe the type of access needed (i.e. view student name, address, rosters etc.). Please be specific.

*Select the Academic Career(s). Please check all that apply.

UGRD	GRAD	MED	VET MED	LAW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: * Indicates Required field 02/24/2009

Unknown Zone | Protected Mode: Off

Step	Action
6.	Select ALL academic careers the requested user will need access to.


myZou SECURITY Request Form

Select all appropriate access. Access to Admissions, Student Financials, and Financial Aid will be forwarded to the appropriate department.

Student Records Access

Role	Role Description	Access Type	
		View	Update
Basic Inquiry	Access to basic bio demo and student data: names, address, FERPA directory data, photos, term info, degree information, programs, honors and awards, service indicators (holds) and previous schools.	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Inquiry	Includes Basic Inquiry access. Additionally includes relations with institution, citizenship, visa, decedant data, student enrollment, gpa, term history, 3C's, advisors, student groups	<input type="checkbox"/>	<input type="checkbox"/>
3Cs	Checklists, Comments, Communications	<input type="checkbox"/>	<input type="checkbox"/>
Advisor Update	Adding an advisor to a student's record	<input type="checkbox"/>	<input type="checkbox"/>
Department SOC Update	Scheduling courses, assigning faculty to course, generating permission numbers	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
7.	<p>Select the desired access type: View: User can only view information, NO update/edit capabilities are to be provided.</p> <p>or</p> <p>Update: The user will need the ability to change/edit records.</p>

 **Note:** Some roles can have the ability to view and update records, while other will only allow viewing or only allow update. The "Update" access type, includes the ability to view data as well.

Select all appropriate access.

Admissions Access

Check which test(s) access is to be granted Access to ALL test scores

<input type="checkbox"/> ACT	<input type="checkbox"/> SAT	<input type="checkbox"/> GRE	<input type="checkbox"/> GMAT	<input type="checkbox"/> TOFEL
<input type="checkbox"/> IELTS	<input type="checkbox"/> LSAT	<input type="checkbox"/> MCAT	<input type="checkbox"/> AP	<input type="checkbox"/> CLEP
<input type="checkbox"/> GED	<input type="checkbox"/> MILLERS	<input type="checkbox"/> PRAX	<input type="checkbox"/> PLA-MU	<input type="checkbox"/> BASE


Student Financials (Cashiers) Access

		Access Type	
Role	Role Description	View	Update
SF General Inquiry	For staff outside of the Cashiers Office	<input type="checkbox"/>	<input type="checkbox"/>
SF Cash Group Post	Also known as "Cost Centers" (for areas that want to apply charges)	<input type="checkbox"/>	<input type="checkbox"/>

Student Financial Aid Access

		Access Type	
Role	Role Description	View	Update
FA Cash	View a student's financial aid awards and budget	<input type="checkbox"/>	<input type="checkbox"/>
FA Non Financial Aid Staff	Also known as "Cost Centers" (for areas that want to apply charges)	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
8.	<p>If the user is requesting access to view test scores, complete the Admissions access.</p> <p>If access is needed for Student Financials (Cashiers) or Financial Aid, complete the appropriate section.</p>

 **Note:** Admissions, Student Financials, and Financial Aid access request will be forwarded by Student Information Systems to the appropriate department to grant access. You do not need to send individual requests to these departments.

Return to: Student Information Systems
130 Jesse Hall

By signing, I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data, are serious offenses, which may be subjected to disciplinary action.

*Employee Signature: _____

*Department Head (or designee) Signature: _____

*Dean's (or designee) Signature: _____

Reserved Access

Role	View	Update	Role	View	Update
Immunization view	<input type="checkbox"/>	<input type="checkbox"/>	Accommodate (Student Health)	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Credit Admission	<input type="checkbox"/>	<input type="checkbox"/>	Support Staff (Registrar's Office)	<input type="checkbox"/>	<input type="checkbox"/>
Relationships	<input type="checkbox"/>	<input type="checkbox"/>	Advance Standing Report	<input type="checkbox"/>	<input type="checkbox"/>
Student Groups	<input type="checkbox"/>	<input type="checkbox"/>			

Step	Action
9.	The authorization section requires that the employee and authorized approver(s) sign the Security Request form in order for the request to be processed.

Authorization

Return to: Student Information Systems
130 Jesse Hall

By signing, I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data, are serious offenses, which may be subjected to disciplinary action.

*Employee Signature: _____

*Department Head (or designee) Signature: _____

*Dean's (or designee) Signature: _____

Reserved Access

Role	View	Update	Role	View	Update
Immunization view	<input type="checkbox"/>	<input type="checkbox"/>	Accommodate (Student Health)	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Credit Admission	<input type="checkbox"/>	<input type="checkbox"/>	Support Staff (Registrar's Office)	<input type="checkbox"/>	<input type="checkbox"/>
Relationships	<input type="checkbox"/>	<input type="checkbox"/>	Advance Standing Report	<input type="checkbox"/>	<input type="checkbox"/>
Student Groups	<input type="checkbox"/>	<input type="checkbox"/>			

Step	Action
10.	Reserved access is for security given to specific departments
11.	Once the Security Request Form has been completed with the requested users information, desired security, and required signatures, send the completed form to Student Information Systems, 130 Jesse Hall. End of Procedure.