

# Student Applications SECURITY Request Form

## University of Missouri-Columbia

Send Request To: Student Information Systems, 130 Jesse Hall  
or scan and send to myZou@missouri.edu

<p>*User Name : (Full Legal Name) _____</p> <p>*Title: _____</p> <p>Academic Organization: *(Department) _____</p>	<p>*PawPrint/SSO: _____</p> <p>*EmplID: _____</p> <p>*Campus Address: _____</p> <p>*Phone Number: 999-9999 _____</p>
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Please check the Student Application access required for your position at the University of Missouri.  
(Check all that apply)

- myZou   
  MU Connect   
  myStudyAbroad   
  Instructor Course Evaluations   
  Slate

Describe your job responsibilities as they apply to the Student Application(s) access checked above and why the access is required for your position. Please list each application separately with the required data needed.

  
  
  
  

<input type="checkbox"/> New Request <input type="checkbox"/> Additional Request  <input type="checkbox"/> Check if Student Worker	<p style="text-align: center;"><u>Copy security of Current/Former Staff Member</u></p> <p style="text-align: center;"> <input type="checkbox"/> Current Staff Member      <input type="checkbox"/> Former Staff Member             </p> <p style="text-align: center;">Name _____</p> <p style="text-align: center;">Position _____</p> <p style="text-align: center;">PawPrint/SSO _____</p> <p style="text-align: center;">EmplID (If Available) _____</p>
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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 \_\_\_\_\_

- \*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"/> |

# Student Applications SECURITY Request Form

The following sections are for myZou Security only. Select all appropriate access. Access to Admissions, Student Financials, and Financial Aid will be forwarded to the appropriate department.

## myZou Student Records Access

		Access Type	
Role	Role Description	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"/>	
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"/>
Department SOC Update	Scheduling courses, assigning faculty to course, generating permission numbers		<input type="checkbox"/>
Service Indicators (Holds)	Administrative users with proper security can assign or remove service indicators from a student's record	<input type="checkbox"/>	<input type="checkbox"/>
Student Group View	View groups a student is associated with	<input type="checkbox"/>	
View Study List	View a student's class schedule	<input type="checkbox"/>	
Registrar Enrollment	Adding and dropping a course utilizing Enrollment Request	<input type="checkbox"/>	<input type="checkbox"/>
Advisor Student Center	Access to students study list, advisor, program/plan, demographic data, e-mail address	<input type="checkbox"/>	
Class Permission	Creating general or student specific class permission numbers		<input type="checkbox"/>
Class Permission View	View class permission numbers which have been created for a course	<input type="checkbox"/>	
Class Roster	View students enrolled, dropped or withdrawn in a course	<input type="checkbox"/>	
Block Enrollments	Adding and dropping a course utilizing Enrollment Request	<input type="checkbox"/>	<input type="checkbox"/>
Report Manager	Assists in running various reports	<input type="checkbox"/>	
Self Service Advisor	View Advisee photo, addresses, service indicators, emergency contacts, telephone numbers, grades, class schedule, enrollment appointment, print academic advising profile		<input type="checkbox"/>
Fiscal Officer	View enrollment summary, term statistics, and UM term statistics	<input type="checkbox"/>	
Academic Advising Profile	Allows printing of the Academic Advising Profile		<input type="checkbox"/>

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Select all appropriate access.

## myZou 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  |

## myZou Student Financials (Cashiers) Access

		Access Type	
Role	Role Description	View	Update
SF General Inquiry	For staff outside of the Cashiers Office	<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"/>

## myZou 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"/>	
FA Non Financial Aid Staff	Also known as "Cost Centers" (for areas that want to apply charges)	<input type="checkbox"/>	

## Authorization

Return to: Student Information Systems 130 Jesse Hall or scan and email to [myZou@missouri.edu](mailto:myZou@missouri.edu)

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.

	Signature	Print Name
*Employee Signature:		
*Department Head (or designee) Signature:		
*Dean's (or designee) Signature:		

## myZou Reserved Access

Role	View	Update	Role	View	Update
Immunization view	<input type="checkbox"/>	<input type="checkbox"/>	Accommodate (Student Health)		<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"/>			