Department	
Responsibility/Role	
File Name	Security Request Form_SPD
Revision	
Document Generation Date	3/18/2009
Date Modified	1/29/2018
Last Changed by	Debbie Kirkham
Status	Draft

Security Request Form
Trigger:

When an end user needs any type of access to Student Applications, the Security Request Form must be completed in full and scanned as a document attachment to an email to myZou@missouri.edu or sent to Student Information Services, 130 Jesse Hall, in order for the access to be granted.

Concept

In an effort to streamline the process of requesting myZou and other Student Applications security (MU Connect, myStudyAbroad, myDegreePlanner, Instructor Course Evals, Undergraduate SLATE) for Staff and Faculty, a form was developed to assist you in identifying the type of access your users will require. This form is used to ensure that all the information to make a request is gathered such as User identification, FERPA confirmation, requested access by the department and the appropriate signatures.

This form takes 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/#security). Please complete the form online, print it out and collect the required signatures. Then scan the completed form in an email to myZou@missouri.edu or send by Campus Mail to Student Information Services at 130 Jesse Hall. Once Student Information Services 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 email (myZou@missouri.edu) address. **But please remember the actual requests must be made by using the Student Applications Security Request Form (**http://registrar.missouri.edu/forms/security-request-form.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)
Student Application Checkboxes	Check only the boxes of the access needed by the user. (Access to distribute and work with Instructor Course Evals is typically assigned only to administrative office personnel who do not teach any courses in order to avoid potential conflicts of interest. Slate access by use of the Security Request Form is for UGRD Slate access only. For GRAD Slate access an email from a supervisor must be sent to Terrence Grus - grust@missouri.edu - in the Graduate Studies Office.)
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.
New Request/Additional Request	Select the appropriate check box. If the user does NOT currently have access to the Student Application being requested, 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. If they have not taken the FERPA Quiz they can go to: https://umsystem.skillport.com/skillportfe/main.action?content=home#whatshappening . (A passing score is 80%.)
Select Academic Career(s)	Select all appropriate academic careers the user requesting access will need to have access to.
Authorization	The authorization section requires signatures from the Employee that the access is being requested for and the Dept Chair or security authorizer for the specified department. A signature of the Dean (or Assoc/Asst Dean) is also required. Check with your department for which signatures are required.

Additional Information

The Student Applications 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 scan as an attachment into an email to
myZou@missouri.edu or send a printed copy to Student Information Services, 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.

Student Applications SECURITY Request Form
University of Missouri-Columbia

[Print Form]

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

*User Name : (Full Legal Name)	*PawPrint/SSO:
*Title:	*EmplID:
Academic Organization: *(Department)	*Campus Address:
	*Phone Number: 999-9999

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 Evaluation ☐   Slate ☐   myDegreePlanner ☐

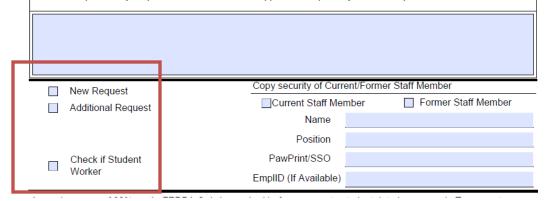| Step	Action
1.	Enter the following required fields with the users information: User Name Title Academic Organization PawPrint/SSO EmplID Campus Address Phone Number

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

*User Name :
(Full Legal Name)

*Title:

Academic Organization:
*(Department)

*PawPrint/SSO:

*EmplID:

*Campus
Address:

*Phone Number:
999-9999

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
Evaluation ☐   Slate ☐   myDegreePlanner ☐

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.

Step	Action
2.	Check only the box by the Student Application(s) being requested at this time: • myZou • MU Connect • myStudyAbroad • Instructor Course Evals (Typically only assigned to 1 or 2 admin/dept) • Slate (Undergraduate – For Graduate send email to grust@missouri.edu) • myDegreePlanner

myZou ☐   MU Connect ☐   myStudyAbroad ☐   Instructor Course
Evaluation ☐   Slate ☐   myDegreePlanner ☐

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.

☐ New Request
☐ Additional Request

Copy security of Current/Former Staff Member
☐ Current Staff Member   ☐ Former Staff Member

Step	Action
3.	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.

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.

☐ New Request	Copy security of Current/Former Staff Member	
☐ Additional Request	☐ Current Staff Member ☐ Former Staff Member	
	Name	
	Position	
☐ Check if Student Worker	PawPrint/SSO	
	EmplID (If Available)	

Step	Action
4.	Check the appropriate request type box: If the user requesting access does not have access to the Student Application being requested and this is their first request, check the "New Request" Box. If the user requesting access currently has some access to the Student Application being requested and is requesting additional access, check the "Additional Request" box. If the user requesting access is a Student Worker, check the "Check if Student Worker" box.

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.

☐ New Request	Copy security of Current/Former Staff Member	
☐ Additional Request	☐ Current Staff Member ☐ Former Staff Member	
	Name	
	Position	
☐ Check if Student Worker	PawPrint/SSO	
	EmplID (If Available)	

Step	Action
5.	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.

A passing score of 80% on the FERPA Quiz is required before access to student data is approved. More information regarding the FERPA Tutorial and FERPA Quiz is located on the myZou Training website at http://myzoutraining. missouri.edu/ferpa.html.

*FERPA SCORE _____

Step	Action
6.	Enter the requested user's most recent FERPA Quiz score. A passing score of 80% on the FERPA Quiz is required before access to student data is approved. More information regarding the FERPA Tutorial and FERPA Quiz can be located on the myZou Training website at http://myzoutraining.missouri.edu/ferpa.html.

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

UGRD	GRAD	MED	VET MED	LAW
☐	☐	☐	☐	☐

NOTE: * Indicates Required field   08/26/2015

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

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

Role	Role Description	Access Type — View	Access Type — 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.	☐	
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	☐	☐
3Cs	Checklists, Comments, Communications	☐	☐
Advisor Update	Adding an advisor to a student's record		☐
Department SOC Update	Scheduling courses, assigning faculty to course, generating permission numbers		☐

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

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.

Step	Action
9.	If the user is requesting access to view test scores, complete the Admissions access.

If access is needed for Student Financials (Cashiers) or Financial Aid, complete the appropriate section. |

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

Authorization

Return to: Student Information Systems 130 Jesse Hall or scan and email to 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 discloser 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:		

Step	Action
10.	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 or scan and email to 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 discloser 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	☐	☐	Accommodate (Student Health)		☐
Transfer Credit Admission	☐	☐	Support Staff (Registrar's Office)	☐	☐
Relationships	☐	☐	Advance Standing Report	☐	☐
Student Groups		☐			

Step	Action
11.	Reserved access is for security given to specific departments

Step	Action
12.	Once the Security Request Form has been completed with the requested users information, desired security, and required signatures, scan as an attachment into an email to myZou@missouri.edu or send a printed copy to Student Information Services, 130 Jesse Hall. **End of Procedure.**