

# Student Applications SECURITY Request Form

## University of Missouri-Columbia

Email Request To: Scan and send an email to [myZou@missouri.edu](mailto:myZou@missouri.edu)

*User Name : (Full Legal Name) _____  *Job Title: _____  Academic Organization: *(Department) _____	*PawPrint/SSO: (NOT email) _____  Employee or Student Number: _____  *Phone Number: _____
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Please check ONLY the Student Application access(es) that are being requested for your position at the University of Missouri.

- |                                      |   |  |   |                                     |   |
|--------------------------------------|---|--|---|-------------------------------------|---|
| <input type="checkbox"/> myZou       | <input type="checkbox"/> MU Connect           | <input type="checkbox"/> **myStudyAbroad             | <input type="checkbox"/> Instr Course Evals | <input type="checkbox"/> Slate UGRD | <input type="checkbox"/> ***myDegreePlanner |
| <input type="checkbox"/> CLSS/SOC Up | <input type="checkbox"/> Transfer of Division | <input type="checkbox"/> Minors/Certs Declaration Pg | <input type="checkbox"/> NSC Access         | <input type="checkbox"/> Slate GRAD | <input type="checkbox"/> Other              |

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 stay within the text box that is visible. If you have more to add you can attach another page.

<input type="checkbox"/> New Request  <input type="checkbox"/> Additional Request  <input type="checkbox"/> Check if Student Worker  <input type="checkbox"/> If a student, also attach a Student Confidentiality Agreement Form	Copy security of Current/Former Staff Member <input type="checkbox"/> <u>Current</u> Staff Member ( <u>preferred</u> ) <input type="checkbox"/> <u>Former</u> Staff Member  Name _____ Position _____ PawPrint/SSO _____ Employee Number _____
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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 in Canvas: <https://canvas.umsystem.edu/>. An employee must have an "active" HR appointment to log into the FERPA training.

\*Have you taken and passed the FERPA Training?      Yes      No

\*Select the Academic Career(s) that access is needed for. Please check all that apply.

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

**NOTE: \* Indicates Required field, \*\* and \*\*\* indicate access level needed - bottom of page 3**

06/27/2024

# 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	
<u>Role</u>	<u>Role Description</u>	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.		
Advanced Inquiry	<u>Includes Basic Inquiry access.</u> Additionally includes relations with institution, citizenship, visa, decedant data, student enrollment, gpa, term history, 3C's, advisors, student groups	<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 View	Scheduling courses, assigning faculty to courses - SOC is updated in CLSS now - check the box on first page if needed		
Service Indicators (Holds)	Administrative users can assign or remove service indicators from a student's record - identify the holds needed (place? - release? - or both?)		<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"/>
Advisor Student Center	Access to students study list, advisor, program/plan, grades, demographic data, e-mail address - <u>MUST provide a justification if not an Acad Advisor</u>	<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"/>
Report Manager	Assists in running various reports - <u>ONLY</u> if there are reports that have been written for the user to run in myZou	<input type="checkbox"/>	
Self Service Advisor	View Advisee photo, addresses, service indicators, emergency contacts, telephone numbers, grades, class schedule, enrollment appointment, print academic advising profiles - <u>ONLY</u> for those who have advisees assigned to <u>them</u>		
Fiscal Officer	View enrollment summary, term statistics, and UM term statistics	<input type="checkbox"/>	
Academic Advising Profile	Allows viewing/printing of the Academic Advising Profile		

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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**

ACT	SAT	GRE	GMAT	TOFEL
IELTS	LSAT	MCAT	AP	CLEP
GED	MILLERS	PRAX	PLA-MU	BASE

## myZou Student Financials (Cashiers) Access

		Access Type	
Role	Role Description	View	Update
SF General Inquiry	For staff outside of the Cashiers Office - <u>MUST provide a justification</u>		
SF Cash Group Post	Also known as "Cost Centers" (for areas that want to apply charges)		

## myZou Student Financial Aid Access

		Access Type	
Role	Role Description	View	Update
Early Scholarships - View	View a student's early scholarships - <u>MUST provide a justification</u>		
FA Non Financial Aid Staff	<u>MUST provide a detailed justification to be considered for approval</u>		

## **Authorization**

Return to: 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 (Hand-signed - not typed)	Print Name
*Employee Signature:		
*Department Head (or designee) Signature:		
*Dean's (or designee) Signature:		

## Access Levels Requested

**myDegreePlanner:		***myStudyAbroad:	
General Advisor		Facilitators	
Advisor with Exceptions		Reviewers	
		Student Workers	