

SIS Security Request Form

Purpose: to assign, add, change, or delete individual SIS access required to perform a specific job function.

FERPA Tutorial MUST be completed prior to submitting security access request. Go to MCCCCD Legal Services Dept. web page at: <http://www.maricopa.edu/legal/ferpa>

Date FERPA completed: _____

Instructions: Supervisor complete form and send as attachment to: DL-SMC-SISSECURITY.

Date Submitted: _____

Employee Name: _____

Division/Department: _____

Employee Job Title: _____ **Employee Enterprise ID (MEID):** _____

Employee Office Phone #: _____ **Employee E-mail Address:** _____

Supervisor Name: _____ **Supervisor Phone #:** _____

Select the type of security request below: Select “**New Hire**” if employee is new to SMCC. Select “**Add**” to add security to a current employee’s SIS access. Select “**Change**” if you want to change an employee’s security access (For example: Employee currently has view only access to person comments and you want to change the access level so the employee will be able to add comments in SIS. Select “**Delete**” to request either specific access to SIS be removed or all access if to be removed when employment with SMCC has been terminated.

Type of Request: _____ New Hire _____ Add _____ Change _____ Delete

Select the Career Type(s) below the employee will need to have access to in SIS: If the employee will only work with student or course data in either the credit or non-credit career then select that option only. An example of this is an employee who schedules only non-credit courses in SIS or works with students who are only in non-credit courses, therefore the employee would only need access to the non-credit career data in SIS. If the employee works with credit and non-credit students or courses in SIS then select both options.

Career Type(s): _____ Credit _____ Non-Credit

Function Being Requested: _____

EXAMPLE: “Copy current Faculty security” or “Copy current ACE Program Advisor security”

If you are not sure what functions to request give a list of job duties below and indicate View Only or Add/Update Access by placing an “x” in the appropriate column.

Employee Functions	View Only Access	Add/Update Access
EXAMPLE: student assessment test information	x	

Office Use Only:

Set-up in SIS _____ Yes _____ No (Reason): _____

Date set up completed: _____ Employee Notification Date: _____