



Campus Solutions System Security Access Request Form

Note: This form is NOT for Finance or HR access.

HR Security: Karen Pantel
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Finance Security: Debbie Jozwiak, jozwiakd@uhv.edu, 361-570-4852

SUPERVISORY PERSONNEL should complete this form. Please consult with a Campus Security Administrator for more information or assistance in completing the form. A separate security access request form should be submitted for each application module the user will need update access to.

- 1. Employees - user has been processed as an active employee thru Human Resources and has received an employee ID number.
2. Non Employees or Person of Interest (POI) - Person's of Interest are users who need administrative access to the Campus Solutions System, but are not employees of the University.
3. Must read & sign the Confidentiality Statement on page 2.
4. Mandatory training sessions required - for any access that requires pre-requisite training, the training must be indicated on the form with the date class was taken and class session name.

Last Name: _____ First Name: _____ Middle Initial: _____

UserID: _____ Job Title: _____ Academic School or Dept: _____

Active Employee Active POI (Temp/Consultant/CoreStaff)

Campus Phone: _____ Employee's Campus Email Address: _____

APPROVALS (Both signatures are required below for form to be processed) Remember: You must read & sign the Confidentiality Statement on p. 2.

Supervisor/ Manager Signature: _____ Print Name: _____

Supervisor's Email Address: _____ Supervisor's Phone: _____

College/Dept Business Administrator Signature: _____ Print Name: _____ Date: _____

Please Note: An automated process will remove administrative access when a person transfers to a new position or terminates from an existing position. Self-Service access to P.A.S.S. and access to any of your personal student data will remain.

Data Access Display (Completed by Campus Security Administrator)

Set Search Screens to display ONE of the following: No SSN&Birthdate Partial SSN&Birthdate Full SSN&Birthdate (UHV Security Administrator initials required for Full SSN/DOB access)

Data Permissions (Completed by Campus Security Administrator)

Table with 2 columns: Role Name and Description. Includes roles like UHV_CS_ADVISOR, UHV_CS_BIODEMO_STDNT_VIEW, etc.

Table with 3 columns: Role Name, Contact Email, and Phone Number. Lists Central Campus Security Administrator, Financial Aid, and Student Financials.

Project Network Drives Permissions (Completed by Campus Security Administrator)

Y drive (to view project level documentation) Z drive (to upload data)

PeopleSoft Campus Solutions Security Administrator Section Application Developer: Yes No

Date Received Form: _____ PeopleSoft Primary Permission List Assigned: _____

SecurityAdministrator Signature: _____ Date: _____

Print Name: Riod Triantoro, ERP Application Administrator/PS Student System Security Stancie Chamberlain, PS Student System Security

UHV Campus Security: Form Uploaded: Date/Initials Row Level Security Added: Date/Initials Role Level Security Added: Date/Initials

University of Houston-Victoria

Confidentiality Statement

I understand that data obtained from any UHS system is to be considered confidential and to NOT be shared with anyone not previously authorized to receive such data.

General Security Guidelines for Users Adapted from Computing Facilities User Guidelines (1/91)

The University of Houston-Victoria Department of Information Technology exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

- (1) The user shall not seek or reveal information on, obtain copies of, or modify files, tapes or passwords belonging to other users, nor may the user misrepresent others. The user may only use his/her legal name or actual title at the University. Only one person may use a computer account, and that is the person to whom the account was granted.
- (2) The user shall not make copies of copyrighted software.
- (3) The user shall not use the resources provided by the University for purely recreational or trivial purposes.
- (4) The user shall not develop or use programs that harass other users or damage and/or alter the operating system or other existing software.
- (5) The user shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary output, performing unnecessary computations, simultaneously queuing multiple batch jobs and holding unused tape drives and telephone lines.
- (6) The user shall not engage in behavior that creates an unpleasant environment for other users.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Customer Services Help Desk at 713-743-1411.

When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given the authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question. When possible unauthorized use of computing resources is encountered, Customer Services shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review, expulsion from the University, termination of employment and/or legal action. (For a complete copy of these guidelines, see the University of Houston Computing Facilities User Guidelines (1/91) and the Texas Computer Crimes Statute--Section 1, Title 7, Chapter 33, Texas Penal Code.)

State law requires that you be informed of the following:

- (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form;
- (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and
- (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

Section 1.01 Student Administration Application Privacy Warning

I understand that most student information is classified as confidential under the Family Education Rights and Privacy Act of 1974. Student's records are released for use by faculty and staff for authorized campus-related purposes on a need-to-know basis. The release of records for non-campus, non-academic or no-administrative use occurs only with the student's knowledge and consent or where required by law or when subpoenaed.

I understand that public information on a record that may be released upon request includes name, address, telephone number, date of birth, major and minor fields of study, dates of attendance, degree(s) received, the most recent previous educational institution attended, and participation in officially recognized activities and sports, weight and height for athletes only. (Students who do not wish this information to be released are responsible for notifying UHS.) Presence of a "Withhold Public Information" flag within a system indicates that no information regarding the student can be released without the student's permission.

I have read and understood the information on this form. I agree to comply with the rules as stated therein:

Employee's
Signature: _____ Printed Name: _____ Date: _____

College/Dept Training Coordinator may indicate if a prerequisite training class is required prior to access being granted.

FERPA and Secure Our Systems Mandatory training requirements met?

F09002-FY09 FERPA – Family Educational Rights and Privacy Act of 1974	Y / N	Date Completed _____
H09001-FY09 Secure Our Systems – TX Administrative Code, Chapter 202	Y / N	Date Completed _____
F09043-FY09 NewHire-FERPA – Family Educational Rights and Privacy Act of 1974	Y / N	Date Completed _____
F09040-FY09- NewHire Secure Our Systems – TX Administrative Code, Chapter 202	Y / N	Date Completed _____