



University of Houston Systems

PeopleSoft Student Administration Security Access Form (V8.9)

SUPERVISORY PERSONNEL must complete this section, then forward to their College/Dept Business Administrator for Approval.

Before you can access PeopleSoft:

- 1. You must enter your emplid (employee Id). Forms without a valid emplid need to indicate the Operator ID Type below.
2. Functional access will be granted based on completed pre-requisite training.
3. After initial security set up, if security needs to be upgraded based on training taken or job responsibilities, there must be a separate form submitted for each upgrade to security you request. Consult with your Campus Security Administrators for additional role assignment.
4. Forms without a valid emplid need to indicate on Operator ID Type here: Application Developer Y / N (Systems Security Administrator Only)

Operator ID Type if NOT an Employee: TEMP CONSULTANT Person of Interest PS Opr ID Assigned:

Last Name: First Name: Middle Initial:

PS EMPLID: Job Title:

Campus Business Unit: 00730 00765 00759 00784 College Id/ Dept Id/Name:
(Circle One) UHMain UHVictoria UHCL UHDowntown

Campus Phone: Employee's Campus Email Address:

Approvals: (signatures are required below for form to be processed)

Supervisor/Manager Signature: Print Name: Date:

Supervisor's Email Address: Supervisor's Phone:

College/Department Business Administrator Signature: Print Name: Date:

REQUIRED INFORMATION:

Set Search Screens to display one of the following: No SSN&Birthdate Partial SSN&Birthdate Full SSN&Birthdate
Indicate module that employee needs security access to:

AD FA SR SF CC IR CB QUERY
Admissions Fin Aid Stu Recs Stu Fin Campus Comm. Inst. Rptg Coord.BD Rptg

The following blanket roles are available to be granted after initial PeopleSoft Intro Course has been taken. All blanket roles will be added for this user unless marked with an "R". ** If a Role is to be removed, please indicate that by marking an "R" in the checkbox OR write the Role Name to be removed, in the comment section.

UH Campus

- UHM_CS_BIODEMO_STDNT_VIEW
UHM_CS_BIODEMO_DATA_VIEW
UHM_CS_REG_ADMIN_VIEW
UHM_CS_AD_GENVIEW
UHM_CS_SVCIND_VIEW
UHM_CS_COMMUNICATION_VIEW
UHM_CS_COMMENT_VIEW
UHM_CS_CHECKLIST_VIEW
UHM_CS_SF_STDNT_ACCT
UHM_CS_SS_STU_CTR_VW

UHV Campus

- UHV_CS_BIODEMO_STDNT_VIEW
UHV_CS_REG_ADMIN_VIEW
UHV_CS_AD_DEPT_VIEWER
UHV_CS_CC_SVCIND_VIEW
UHV_CS_SS_STU_CTR_VW

UHCL Campus

- UHC_CS_BIODEMO_STDNT_VIEW
UHC_CS_BIODEMO_DATA_VIEW
UHC_CS_REG_ADMIN_VIEW
UHC_CS_AD_GENVIEW
UHC_CS_CC_SVCIND_VIEW
UHC_CS_COMMUNICATION_VIEW
UHC_CS_COMMENT_VIEW
UHC_CS_CHECKLIST_VIEW
UHC_CS_SF_STDNT_ACCT
UHC_CS_SS_STU_CTR_VW

Additional Roles Requested:

Four horizontal lines for entering additional roles requested.

System Security Administrator section:

Date Received Form: PeopleSoft Primary Permission List Assigned:

Security Administrator Signature: Date:

Susie Winters, ERP Application Administrator, System Security

Authorizing Application Module Owner: Print Name:

Signature is required for all Cross Module role access not listed above. Processing CSA's initials



University of Houston Systems

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 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 **Print**
Signature: _____ **Name:** _____ **Date:** _____

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

Training class required? Y / N	If Yes, Class scheduled on: _____	Class Attended: _____	Completed class on: _____	Entered by: _____
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