

**UAHAXP Computer Account Request
To Access The Student Information System**

Requesters Name: _____

(Please Print First Name Middle Initial Last Name)

UAH Status: **Faculty** **Staff** **Student Worker** (*ID number*): _____
 Temporary Worker (*ending date*): _____

Requesters- Dept.: _____ **Office Phone/Ext.:** _____

Campus Bldg. Room: _____ **Budget Number:** _____

Authority Signatures

Department Authority

Date

Enrollment Services Authority

Date

Security and Confidentialiy Agreement for Student Information System Access

In making this application for computing resources I hereby consent to the monitoring of my usage of these computing resources for the purposes of accounting and for detecting unauthorized use.

I understand that all student data, especially student ID numbers, student addresses, student grades, semester schedules, and financial information are confidential. I agree not to discuss or release this data, or any other student data to any party, except to a UAH employee as required in the discharge of my or their official University responsibilities.

In no case will I release any student data obtained through the Student Information System to any party outside the University, even in the event of a claimed emergency. If an individual outside the University claims that student data is needed in response to an emergency, I will immediately refer the individual to the Office of the Vice President for Student Affairs.

I further agree to maintain procedures within my office which safeguard the confidentiality of student data. This includes, but is not limited to: not leaving my terminal unattended while it is logged onto the Student Information System, and not authorizing another person to sign on to SIS nor to access any data using my account.

I understand that my continued access to the Student Information System depends upon my compliance with all applicable laws, policies, and procedures. I understand that any unauthorized usage of my account or unauthorized disclosure of student data obtained through use of that account would make me subject to disciplinary action and, in appropriate cases, could lead to criminal prosecution.

I acknowledge that I have read, understand, and will comply with the computer use and data confidentiality policies, if any, of the office where I am employed, and the UAH Computer Security Policy, and the terms of this Account Request. I further acknowledge that I have read, understand, and will comply with the UAH Policy on Confidentiality of Records (published in the UAH Student Handbook) which implements the Family Education Rights and Privacy Act of 1974, as amended.

Account Requester: _____
(Signature)

Date: _____

Information Services Use only

UAHAXP User I.D. _____

ZSS Operator No.: _____

UAHAXP Password: _____

Other Systems: FRS HRS Budget

IS Account Administrator: _____

Group: _____

Date of letter: _____

Expiration Date: _____

Student Information System Screen Access

(The following is to be filled out by the proper authority)

Users Primary SIS Area: _____

User Will Register Students (Y or N): _____

Initial Display Screen: _____

User Type Template Number: _____

Primary Area User Profile: [] User Type 1 [] User Type 2 [] User Type 3

-- OR --

To Specify A Unique Access Profile Indicate The Needed Screens Below.

Screen Access

Enter: A = Update Access, I = Inquiry Only, D = Denied (default if blank)

001__	002__	003__	004__	005__	006__	007__	008__	009__	011__	012__
013__	015__	035__	036__	040__	041__	047__	048__	049__	050__	051__
053__	054__	060__	061__	062__	063__	899__				
101__	102__	103__	104__	105__	106__	107__	108__	109__	110__	111__
112__	115__	117__	118__	119__	11A__	120__	121__	122__	123__	124__
125__	126__	127__	128__	129__	12A__	130__	131__	132__	134__	135__
136__	137__	138__	139__	13B__	140__	141__	142__	143__	144__	148__
149__	14M__	160__	161__	162__	163__	164__	1A4__	1AM__	1B4__	1C1__
1C4__	1C5__	1C6__	1C7__	1C8__	1C9__	1CM__	1D1__	1D2__	1D3__	1D4__
1DM__	1E1__	1E2__	1E3__	1EC__	1F2__	1F3__	1F4__	1F5__	1F6__	1FM__
1G7__	1OM__	1Q1__	1Q2__	1Q3__	1Q4__	1Q5__	1Q6__	1Q7__	1QT__	1RM__
1SM__	1T1__	1T2__	1T3__	1TM__						
201__	203__	204__	205__	206__	207__	208__	209__	210__	211__	212__
214__	216__	217__	218__	220__	221__	231__	232__	233__	242__	243__
244__	245__	246__	247__	248__	249__	270__	271__	272__	273__	274__
275__	2E5__	2G6__	2SM__	2U6__						
301__	303__	305__	306__	307__	308__	309__	310__	311__	312__	313__
314__	315__	316__	317__	318__	319__	320__	321__	324__	325__	326__
328__	329__	32P__	331__	332__	333__	334__	335__	336__	337__	338__
339__	347__	348__	349__	360__	361__	362__	363__	364__	399__	3D1__
3D2__	3D3__	3D4__	3DM__	3FM__	3SM__	3S7__	3S8__	3S9__		
401__	402__	403__	404__	405__	406__	407__	408__	409__	410__	411__
412__	414__	415__	430__	431__	432__	433__	434__	435__	436__	437__
440__	441__	448__	449__	463__	464__	4SM__				
601__	606__	607__	611__	621__	622__	623__	625__	651__	652__	654__
655__	656__	657__	658__	672__	681__	682__				
BIN__	CAL__	CDA__	FLD__	GRD__	LE3__	LE4__	LE5__	LE6__	MAD__	MAG__
MDS__	MGR__	MIN__	MNG__	MRR__	MSA__	MTI__	RJ2__	RJE__	SAA__	SAG__
SAW__	SCL__	SCO__	SCR__	SDI__	SDL__	SDP__	SDS__	SEA__	SEC__	SGR__
SGT__	SGU__	SIN__	SJP__	SJV__	SLD__	SLN__	SLR__	SP1__	SP2__	SPA__
SRG__	SSA__	SSP__	TBD__	TCF__	TCL__	TCR__	TCW__	TDP__	TFE__	TIR__
TIK__	TLD__	TOP__	TRF__	WLM__						

Screen Access Approval

Authorized Signature

Date: