

Request Date: \_\_\_\_\_

**Please follow these instructions and enter accurate e-mail addresses for a timely request.**

If form is not filled out by the user, send the completed form to the user for signatures by clicking the orange button on the next page. Scroll through the entire form and fill in all spaces highlighted with the color you are designated. Once all your colored spaces are complete, click the appropriate colored button to submit form for the next level of signatures. For information on filling out the form see the appendix in section 6.

USER - green

SUPERVISOR - yellow

SECURITY COORDINATOR - blue

**1. USER INFORMATION**

HRMS Emplid: \_\_\_\_\_ CU-SIS Emplid: \_\_\_\_\_ CU-SIS/HRMS OperID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Date of Birth: 

Email Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Department/ Org/ Office: \_\_\_\_\_ Title: \_\_\_\_\_

Have you ever applied or taken a class on any campus? ☐ Yes ☐ No Student ID: \_\_\_\_\_Employee Type: ☐ Student ☐ Staff ☐ Faculty ☐ Contractor ☐ UIS IT Staff/Portal DeveloperCampus: ☐ CU Denver Main ☐ CU Denver Extended Studies ☐ CU UCCS Main ☐ CU UCCS Extended Studies☐ CU AMC Main ☐ CU AMC Extended Studies ☐ CU System Office ☐ CU UIS☐ CU Boulder Main ☐ CU Boulder Continuing Ed**2. REQUEST TYPE**Access Request Type: ☐ New User ☐ Update Access ☐ Terminate Access ☐ Transfer (Provide To/From info in "Job Duties" below)System Access Requested: ☐ CU-SIS ☐ PS Query ☐ Cognos ☐ Singularity/OnBase ☐ CRM ☐ DATC Advisor ☐ DATC Client**REQUIRED  
Job Duties****Access cannot be assigned  
unless this section is completed  
in detail****3. TRAINING REQUIREMENTS****Access will not be provided until training requirements are complete.****Staff, Student, and Contract Employees are required to complete FERPA and CU-SIS introductory training.****Initial Self Service Faculty access does not require FERPA training. Application access to Campus Solutions Requires FERPA, and is highly recommended.****Course Information:**

1. Users as specified above must complete and PASS the **CU: Introduction to CU-SIS - Campus Solutions**. It includes basic information including how to navigate the CU-SIS systems. Your completion and score will be recorded. A minimum score of 70% is required.
2. Users as specified above must complete and PASS the **CU: FERPA**. It covers basic information concerning the Federal Educational Rights and Privacy Act. Your completion and score will be recorded. A minimum score of 80% is required.
3. Although it is not required you should review the **CU: CU-SIS Campus Community**. It will help you to better understand the area of Campus Solutions that includes: Student biographical and demographic data, Residency, Positive and Negative service indicators (service indicators are what we know as stops or holds), and Student Groups.

**How to access the training courses:**

Training courses are accessed through campus portals. Please contact your campus help desk if you have questions on any of the information below:

- a. Log-in to your [campus portal](#) using campus username and password
- b. Training can be accessed in the Student and CU Resources tab in portal. (If you do not see any tabs please proceed to the next step)
- c. Under the "NavBar" in the top right corner, login to Skillsoft training by going to CU Resources>Training>Start Skillsoft.
- d. Click "Start SkillSoft"
- e. In the "Search Content" field, enter the desired course title to launch or add to your training plan

**4. REQUIRED SIGNATURES**

Three signatures are required on the CU-SIS Access Request Form:

User  
Supervisor/Sponsor  
Campus CU-SIS Security Coordinator

If you need help setting up an Adobe Digital Signature, please [click here](#) for a step-by-step guide.

**USER CERTIFICATION:** By signing this request, I certify that I have read, understand, and will abide by the following:

**FERPA Certification:**

Student data originated and stored on University computer equipment, through reports, or through the sharing of data files is University property. I understand that by virtue of my employment at the University of Colorado, I may have access to records that contain individually identifiable student data. **I understand it becomes my responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand I do have the responsibility to maintain confidentiality. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with FERPA policies and procedures.** I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person, including another University employee, or the tampering of any data that resides on any data system, does violate university policy and could constitute just cause for disciplinary action, including but not limited to suspension of access privileges, a letter of reprimand, employment termination and/or accountability in a court of law.

I understand that security dictates that I do not allow anyone to know or use my password and should I discover that my password is known (whether used or not), I will immediately change my password. Furthermore, I understand that should I allow another person to use my logon ID and password, all access to these systems granted as a registered user will be immediately terminated.

In signing this request, I certify that I have read, understand, and will abide by the UIS Acceptable Use policy, the University Data Security and Confidentiality Requirements, and the Family Educational Rights and Privacy Act (FERPA).

**User Signature:**

**Date:**

**Supervisor/Sponsor Name:**

**Email Address:**

**SUPERVISOR/SPONSOR CERTIFICATION:** By signing this request, I certify that the information submitted on this form is correct.

I also understand that it is my responsibility to request termination of access to User IDs assigned in my department when the user terminates employment or transfers to another department. (Sponsor may sign for requests from affiliate organizations.)

**Supervisor/Sponsor\* Signature:**

**Date:**

**Select your campus/module:**

**\*DATC** users can identify the appropriate sponsor by referring to the list of [DATC sponsors](#).

**WHAT HAPPENS NEXT** - The user and the supervisor will be informed of new changes by e-mail. Please make sure the e-mail addresses listed on this form are correct. If you have questions contact your campus CU-SIS Security Coordinator. You can look up the correct CU-SIS Security Coordinator by clicking on this link: [List of CU-SIS Security Coordinators](#).

## 5. SECURITY COORDINATOR SECTION (For Security Coordinator Use Only)

## Verification

Security Coordinator Verify Training Complete:

☐ FERPA☐ Introduction to CU-SIS - CS

## Approved Access



## Campus Solutions/Portal Roles

Approved by Security Coordinator

SACR Template: \_\_\_\_\_

Primary Permission List



## CRM Roles

Approved by Security Coordinator

Campus RolesAdd Rem Role

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Communications Coordinator |
| <input type="checkbox"/> | <input type="checkbox"/> | Communications Developer   |
| <input type="checkbox"/> | <input type="checkbox"/> | Communications Inquiry     |
| <input type="checkbox"/> | <input type="checkbox"/> | Dialogue Approver          |
| <input type="checkbox"/> | <input type="checkbox"/> | Dialogue Deployment        |
| <input type="checkbox"/> | <input type="checkbox"/> | IT Developer Portal        |

User Needs Non-Prod Access:☐ STG    ☐ TST    ☐ DEVCognos/PS Query☐ Cognos    ☐ PS QueryArea    ☐ AD    ☐ FA    ☐ SF    ☐ SRLevel    ☐ 1    ☐ 2    ☐ 3    ☐ 4    ☐ 5Singularity/OnBase Access ☐Area    ☐ AD    ☐ FA    ☐ SF    ☐ SR

## DATC Access

☐ Degree Audit Advisor**DATC Advisor Roles****\*Additional access requires additional approval**Add Rem Role

- |                          |                          |                        |
|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Modify Exceptions      |
| <input type="checkbox"/> | <input type="checkbox"/> | Modify Transfer Credit |
| <input type="checkbox"/> | <input type="checkbox"/> | Administrator          |

☐ DATC Client**DATC Client Roles\*\***Add Rem Role

- |                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Degree Audit Campus Admin           |
| <input type="checkbox"/> | <input type="checkbox"/> | Degree Audit Encoder                |
| <input type="checkbox"/> | <input type="checkbox"/> | Degree Audit Exceptions Processor   |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer Articulation Campus Admin  |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer Articulation Administrator |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer Articulation Data Entry    |
| <input type="checkbox"/> | <input type="checkbox"/> | DATC View Only                      |

**\*\*CU System ID:** DATC Client accounts require a [CU System ID](#) in order to connect to the terminal server and log into the Client. If you do not already have an account, one will be created for you and sent to you. If you already have an account, access will be granted.

**5. SECURITY COORDINATOR SECTION (For Security Coordinator Use Only)****CAMPUS CU-SIS SECURITY COORDINATOR**

By signing this request, I certify that I have verified the user has completed the required courses and I concur with the access changes indicated.

**Campus CU-SIS Security Coordinator Signature:**

**Date:**



☐ **2nd Security Coordinator Signature Required**

**Date:**



☐ **3rd Security Coordinator Signature Required**

**Date:**



☐ **UIS Processing is Required**

**6. APPENDIX: INSTRUCTIONS****General Instructions****Sections 1 & 2**

Sections 1 and 2 can be completed by the user or by another employee who is initiating the request process.

**Section 3**

Section 3 should be reviewed and training should be completed by the user before the form is sent on the or supervisor/sponsor for approval.

**Section 4**

Section 4 is for the user's signature and the supervisor/sponsor's signature.

**Section 5**

Section 5 is **ONLY** for the CU-SIS security coordinator's use. Based on the information provided in sections 1 and 2, the CU-SIS Security Coordinator will complete section 5 including verifying training requirements are complete and determining application security roles.

**UIS Access Management**

The completed form (including all signatures) will be forwarded by the CU-SIS Security Coordinator to UIS Access Management. UIS Access Management will validate the form is completed, manage and complete the provisioning process, and notify the user when the request is complete (notification of Singularity access will come separately from a Singularity Security Coordinator at the user's campus).

**Special Notes on Form Fields****Section 1: User Information**

**HR EMPLID:** This is the user's 6 digit employee ID from the HR system. This will have been provided to the hiring department by the HR staff that entered the new user into the HR system.

**CU-SIS EMPLID:** This is a 9 digit ID number if the user had an existing person record in the student system, including if the user was or is a CU student.

**CU-SIS/HRMS OPRID:** This is the 10 character user profile (PeopleSoft Login ID) from either the HR or student system.

**Section 2: Request Type****Access Request Type:**

**New User:** Select this if the user does not have an existing account in any of the systems listed.

**Update Access:** If the user already has an account in any of the systems listed for any reason, select Update Access.

**Terminate Access:** Use this to indicate that all access in ALL the systems listed should be removed, other than self-service access.

**Transfer:** If the user has changed jobs at CU, select this option for the users security to be reviewed and updated. Provide the previous department ID and the new department ID.

**System Access Requested:**

CU-SIS: This is for access to CU-SIS - Campus Solutions.

PS Query: This is a special module for running queries within CU-SIS Campus Solutions.

Cognos: Reporting system for CU-SIS data.

Singularity/OnBase: Document Management system.

CRM: Contact Resource Management system.

DATC Advisor: DATC user application.

DATC Client: DATC administrative application.