University of Alaska Southeast - Student Information Access Request

Name (Please Print): _____ _____
First Name MI Last Name UA ID

Banner User ID (if assigned): _____ UA Username (if assigned): _____

Position: _____ Dept:_____ Phone: _____

User: _____ Faculty _____ Staff _____ Temp ____ Student Campus: _____

Mark all items that apply to your job responsibilities. ***If this is your first Student Information access request***, also ***s***ubmit a signed Statement of Responsibility. FERPA training is required in order to retain access to student information. Complete the training module at distance.uaf.edu/ferpa/ferpa.html, print your completion certificate, and send a copy to the Security Coordinator.

If this request is to update existing SI access: Mark the new items. Additional training may be required.

____ **DSD:** I want to use the DSD Web Queries (QMenu/QAdhoc) to get student data reports such as address labels, class list, fee reports, and schedule reports. This is separate from Banner access. USER_WEB_SIUSER_CLS

____ **OnBase:** I need to view the following student documents: _____ Admissions _____ Registrar's Office ____Financial Aid

____ **Banner:** I am a faculty member who does not do academic advising. SI_MISC_FACULTY_CLS
Banner forms: SFAALST, SFASLST, SFASTCA, SFI2HRS, SGASTDN, SOAHSCH, and SOATEST

____ **Banner**: Advising - viewing student schedules, grades, GPA's, completed classes, transfer classes, admission and graduation status and petition information. SI_ADVISOR_CLS
Banner forms: SAAADMS, SFASLST, SFASTCA, SFI2HRS, SFI2RAT, SGAADVR, SGASADD, SGASTDN, SHACRSE, SHADEGR, SHAINST, SHATERM, SHI2TCE, SOA2COL, SOAHOLD, SOAHSCH, SOATEST, SPACMNT, SPAIDEN, SPAPERS, and SPATELE

____ **Banner:** Advising - I am an academic advisor, and need to release ADVISING REQUIRED holds. ***Advising Hold Release training is required.*** SI_HOLD_CLS
Banner form: SOAHOLD

____ **Banner:** Assign advisors to students. SI_ADD_ADVISOR_CLS
Banner form: SGAADVR

____ **UAOnline** Advising - Faculty/Advisor menu: I am a faculty member, academic advisor, or assistant to an advisor and need to view student records on the UAOnline Faculty/Advisor menu. SIAINST

____ **Banner:** I need to print unofficial student transcripts. ***Training is required***. SI_UNOFF_TRANS_CLS
Banner forms: SHA2TRU and SHR2TRU

____ **Banner:** Print class rosters, and other reports (admissions, prerequisites, schedules, enrollment statistics, enrolled majors, graduation, etc.) for my department and faculty. SI_MISC_DEPT_CLS
Banner forms: SAR2ADM, SSR2ADM, SFASLST, SFRSLST, SFR2ACT, SFR2ENR, SFR2ENS, SFR2ESR, SFR2LST, SFR2PRC, SFR2PRQ, SFR2PRS, SFR2SCH, SHR2MJR, SHR9OMM, and SPACMNT

____ **Banner:** Create phone list, mailing labels, prerequisite reports, registration activity reports, student schedules, graduation applicants, etc. for selected groups of students such as my department's majors, students who have a certain GPA, etc. ***Population Selection training is required***. MISC_LETGEN_DEPT_CLS
Banner forms: GLAEXTR, GLBDATA, GLP2DPD, GLP2LMP, and GLRSLCT

____ **Banner:** Give students approval to register for my department's restricted classes. ***Registration Permit-Override training is required.*** SI_APPROVAL_CLS
Banner forms: SFASRPO

____ **Banner:** Need general student information for resetting UAOnline password. SI_HELPDESK_CLS
Banner forms: GOAEMAL, GOATPAC, SAAADMS, SFI2RAT, SGASTDN, SHACRSE, SOAHSCH, SPACMNT, SPAIDEN and SPAPERS

Additional Access Needs:

All marked and additional items are related to my job responsibilities at the University of Alaska Southeast.

_____
User Signature Date

_____
Department Approval Signature Printed Name Date

UAS Student Information Security Coordinator tclee@alaska.edu 907.796.6259 FAX 907.796.6365