

**STUDENT ENTERPRISE SYSTEM
DATA SECURITY POLICY**

Background

The upgrade of the Student Enterprise System (SES) to a web enabled version of the underlying software presents Northwestern University with new opportunities and challenges. Because SES contains sensitive and valuable information regarding individual students, one of the challenges of the upgraded system involves protecting the privacy of this data. Because the upgraded system allows for web based access, protecting the privacy of this data becomes both more challenging and more necessary. The purpose of this policy is to document some of the SES security standards that protect this data and its privacy.

Policy

The purpose of the SES system is to support the functions required to fulfill job responsibilities in regard to student admission, student records and registration, student accounts and student financial aid. Therefore, it is required that access to the data occur only while performing job responsibilities. Furthermore, access to SES must only occur while at the Northwestern University campus workstation with all the required security and access protection in place.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S PRINTED NAME

Approved by SCCT on August 6, 2003
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Please Check One:

- New SES User
- Change of SES

**NORTHWESTERN UNIVERSITY
STUDENT ENTERPRISE SYSTEM
ACCESS AUTHORIZATION REQUEST FORM - ADMISSIONS**

| | | |
|---|-----------------|-------------------|
| NAME _____ (Last Name, First Name, MI) | TITLE _____ | DATE _____ |
| WHO HELD THIS POSITION PREVIOUSLY? _____ | | DEPARTMENT _____ |
| EMAIL _____@northwestern.edu | WORK PH. _____ | CAMPUS _____ |
| SES USER ID _____ | NU Net ID _____ | HRIS EMPLID _____ |

THE INDIVIDUAL LISTED ABOVE PERFORMS THE DEPARTMENTAL RESPONSIBILITIES RELATED TO SES AND WILL REQUIRE THE FOLLOWING AREAS OF ACCESS:

REQUESTED ACCESS

| Area of Responsibility | Graduate (TGS)/ Undergraduate/ School-based | School/Program | Functions Related to Job |
|------------------------|---|----------------|--------------------------|
| Admissions | | | |

Statement of Agreement

- I understand that the PeopleSoft Student Enterprise System is a copywritten product of PeopleSoft, Inc. that has been licensed to Northwestern University with certain restrictions as to its use. I will not use the product to process data other than that of Northwestern University. I will not make available or disclose the contents of the PeopleSoft product or any portion thereof to parties outside the Northwestern University community. Furthermore, I will not make copies of the PeopleSoft product.
- I will not seek personal benefit or permit others to benefit personally from information contained in the Student Enterprise System.
- I will not divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with University and departmental policies.
- I will not knowingly include or cause to be included in any record or report a false, in accurate, or misleading entry.
- I will not divulge personal ID's or passwords to anyone, whether University personnel or others.

I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION, INCLUDING DISMISSAL.

APPLICANT'S SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE
(To verify and approve above access request)

APPLICANT'S PRINTED NAME

SUPERVISOR'S PRINTED NAME

FOR OFFICE USE ONLY

DATA CUSTODIAN DATE

Database(s) _____

Role(s) _____

Row Level/Item Type _____

ITMS Setup By _____

User ID _____

Primary Permission List _____

Admissions Actions _____

Date _____

- Return completed form for **Undergrad Admissions** to: 1801 Hinman, Ev, MC: 1260, Fax to (847) 467-1317 Attn: Amy Lammers
- Return completed form for **The Graduate School (TGS) Admissions** to: 633 Clark, Ev, MC: 1113, Fax to (847) 491-5070 Attn: Beth Bogdewic
- Return completed form for **school-based, non-TGS, professional degree programs (MSIT, MEM, MPD, MPM, MBP, MSED, MSLOC, MSC, MSCS & Dr. of Audiology)** to the Office of the Registrar: 633 Clark, Ev, #1-621, or Fax to (847)491-8458 Attn: Patrick Martin