

**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 Access

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

NAME _____ TITLE _____ DATE _____
 (Last Name, First Name, MI)

WHO HELD THIS POSITION PREVIOUSLY? _____ DEPARTMENT _____

EMAIL _____@northwestern.edu WORK PH. _____ CAMPUS _____

SES USER ID _____ NU Net ID _____ HRIS EEMPLID _____

THE INDIVIDUAL LISTED ABOVE PERFORMS THE DEPARTMENTAL RESPONSIBILITIES RELATED TO SES AND WILL REQUIRE THE FOLLOWING AREAS OF ACCESS: select the appropriate check box

View	Update	Schedule of Classes
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor, TA, Meeting times & Locations, Waitlist, Enrollment Capacity, Class Rosters
<input type="checkbox"/>	<input type="checkbox"/>	Permission Numbers (Includes Crystal Reports access)
<input type="checkbox"/>	<input type="checkbox"/>	Reserve Capacity, Pre-Requisites(Pre-Registration)
<input type="checkbox"/>	<input type="checkbox"/>	Class TA Updates

View	Update	Student Demographics
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Address, Phone, Email, Emergency Contact
<input type="checkbox"/>	<input type="checkbox"/>	Service Indicators (Holds)

View	Update	Student Enrollment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enrollment Summary by Term, Enrollment Appointment by Term, Cancellations/Withdrawals, Academic Standing, Student Level (Freshman, Sophomore...etc)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Register, Add, Drop, P/N, Swap for Individual Students
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Register, Add, Drop, P/N, Swap for Blocks of Students/Courses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Grades, Cumulative Statistics, Quarterly Statistics
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unofficial Transcript

View	Update	Student Academic Program
<input type="checkbox"/>	<input type="checkbox"/>	Student Major(s) and/or Minor(s) and/or Graduate Programs, Expected Graduation Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Degrees , Honors
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Status (Active or Discontinued/Inactive)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DGS Forms with DGS Crystal Reports

Specify below other Student Records access requested (if not found on this form)-you will be contacted to confirm access:

View	Update	Crystal Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ability to run departmental reports including: Major lists, Permission Number lists

View	Update	Other Access Requested:
<input type="checkbox"/>	<input type="checkbox"/>	

Statement of Agreement

- I understand that the PeopleSoft Student Enterprise System is a copy written product of Oracle 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. The privacy and confidentiality of student records is protected by The Family Educational Rights and Privacy Act. Access to student records is granted to University staff who have a legitimate educational purpose. It is unlawful to release student record information to any third party. <http://www.registrar.northwestern.edu/ferpa/ferpapol.html>
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, 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

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

 AREA SUPERVISOR SIGNATURE(LAW, McCORMICK, SCS only)

 DIRECT SUPERVISOR PRINTED NAME

OFFICE OF THE REGISTRAR USE ONLY

DATA CUSTODIAN _____	DATE _____	Row Level / Acad Org _____
Role(s) _____		Primary Permission List _____
Service Indicator(s) _____		Program Actions _____
Transcript Type _____	ITMS Setup By _____	(P)(R) Enrollment _____
		Date _____

Return completed form to the Office of the Registrar: 633 Clark, Ev, #1-621, or Fax to (847)491-8458 Attn: Maria Munoz