

NORTHWESTERN UNIVERSITY - SES ACCESS REQUEST

Admissions

Please email or fax signed form to the appropriate data custodian for admissions (list provided below)

1. Applicant/Current SES User *required				
*Last Name	*First Name	M.I.	*EmplID	*NetID
*Position	*Campus	*Work phone	*Email Address @northwestern.edu	
*Department(s)			Name of individual previously in your position	
2. Supervisor			3. Request Type*	
*Last Name	*First Name	M.I.	<input type="radio"/> New SES User <input type="radio"/> Current SES User: SES Admin ID is <input type="checkbox"/> I am a current user who is changing departments.	
*Supervisor NetID:		*Supervisor work phone:		

4*. **Areas of access – Please indicate the access you require to Admissions and/or SES-BI below.**

Area of responsibility	Graduate/undergraduate	School/Program	Functions related to job
<input type="checkbox"/> Admissions			
SES-BI for Admissions (UGRD, Kellogg only)	If access is requested please describe your responsibilities and needs related to Admissions SES-BI data:		

Data Custodians for Admissions		PHONE	FAX	EMAIL
Undergraduate: Amy Lammers	(847) 467-0731	(847) 467-2331	a-lammers@northwestern.edu	
Graduate, Graduate School (TGS): Nicholas Alena	Use Access Authorization Request form for TGS Admissions			
Communication Master of Science (MSC): Amy Hauenstein	(847) 467-1098		hauenstein@northwestern.edu	
Communication: Audiology, Speech/ Language Pathology: Marilyn Hall	(847) 491-3066	(847) 491-4975	mhall@northwestern.edu	
Communication (MSHC): Jennifer (Jennie) Backoff	(312) 503-4117		jennifer.backoff@northwestern.edu	
Communication (MSCLE): Kathryn Lawson	(847) 491-7035		kathryn.lawson@northwestern.edu	
Professional Studies (SPS): Therese Grohman	(312) 503-8206	(312) 503-0550	therese.grohman@northwestern.edu	
Education Grad (MSED, MSHE, MSLOC): Annie Kerins or Coleen Coleman	(847) 491-6161 (847) 467-1417	(847) 467-1418 (847) 467-1418	a-kerins@northwestern.edu ccoleman@northwestern.edu	
Feinberg Medical School: Dr. Roopal Vashi Kundu	(312) 695-8106	(312) 695-0664	r-vashi@northwestern.edu	
Kellogg (FT, PT, EMP): Jerry Langfeldt	(847) 467-6695	(847) 467-5177	jerry.langfeldt@kellogg.northwestern.edu	
Law: Don Rebstock	(312) 503-0179	(312) 503-0178	d-rebstock@law.northwestern.edu	
McCormick Engineering*: Bruce Lindvall	(847) 491-4547	(847) 491-5341	b-lindvall@northwestern.edu	
Medill: Karla Davis	(847) 467-1238	(847) 467-7342	karla.davis1@northwestern.edu	
Music: Ryan O’Mealey	(847) 491-3141	(847) 467-7440	r-omealey@northwestern.edu	
Physician Assistant: Michael MacLean	(312) 503-2699	(312) 503-2729	m-maclean@northwestern.edu	
Qatar: Alex Schultes			alexs@northwestern.edu	

* All non-TGS, school-based, professional degree programs in McCormick (MSIT, MEM, MPD, MPM, MBP & MIAN)

Office Use Only	Access Complete Date _____	User Notified by SES Date _____	ses9share?	SESINFO?
Roles:	Admissions actions:		Primary Perm List	Career
			Service Indicators	Program
			App Center	Plan
			Recruiting Center	

5. Data security policy and statement of agreement

The purpose of the Student Enterprise System (SES) 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. The privacy and confidentiality of student data is protected by The Family Educational Rights and Privacy Act† (FERPA).

Statement of Agreement

*Please mark the box to the left of each statement to indicate that you have read the statement.

Data Security

- I have completed the FERPA† Online Training, available via the following link:
<http://www.northwestern.edu/hr/workplace-learning/ferpa.html>
- I will only access SES while performing job responsibilities and only divulge the contents of a record or report in accordance with federal, University and departmental policies. I understand that it is unlawful to release student record information to any unauthorized third party.
- I will not seek personal benefit or knowingly permit others to benefit personally from information in SES.
- 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 passwords or sign-on credentials to anyone.

Workstation Security

- I will not download from SES any non-public student information—especially social security number, date of birth, or other data protected by FERPA†—to my computer (University or personal) unless that computer is encrypted. For personal computers, faculty/staff can buy encryption software licenses at a minimal cost. For more information on data encryption solutions, see the following site:
<http://www.it.northwestern.edu/policies/dataencryption.html>
- I agree to use and maintain commercially available software that provides (a) protection from viruses and spyware and (b) an active firewall on any computer I use to access SES. I understand that (a) is available for free from Northwestern University via <http://www.it.northwestern.edu/software>
- I understand that using Virtual Private Network (VPN) is the only authorized means to access SES from off-campus. For more information see <http://www.it.northwestern.edu/oncampus/vpn/>
- I agree that no remote desktop software shall be enabled on any computer I use to access SES. (Examples include, but are not limited to, the following: Go To My PC, PC Anywhere, Log Me In.) The only approved exception is remote desktop software required and installed by a Northwestern department.

†FERPA policy: http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html

BY SIGNING BELOW, I AGREE TO ALL STATEMENTS ABOVE. I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION, INCLUDING DISMISSAL.

*Applicant's signature: _____ (sign) _____ (date)

6. *Supervisor approval: _____ (sign) _____ (date)

- Supervisor: Please check this box if you do **NOT** authorize this user for off-campus access

7. Admissions Data Custodian: _____ (sign) _____ (date)

Data custodians: Please send signed forms to SES-ACCESS-INFO@LISTSERV.IT.NORTHWESTERN.EDU