Northwestern | STUDENT ENTERPRISE SYSTEMS

Student Records
Access Request

1. Applicant
required

*Request date:	Applicant employment type:	Employee	Temp or student worker	Affiliate / Non-NU employee

*Last Name	*First Name	M.I.	*EmplID	*NetID

*Title:	*Work phone:	*Work email:

*Department(s) or Area:	*Campus:

Person previously in position (name, NetID):

2. Supervisor

*Last Name:	*First Name:	M.I.:
*Title:	*NetID:	*Phone:

3. Request Type*

New user
Current SES user: SES Admin ID is
I am a current user transferring department/area

4. Default access – Once approved you will receive access to:

Base Role (Student Records, Campus Community areas)

✓	*View schedule of classes, class search, course catalog, enrollment requirements, instructor schedules, class rosters with photos, class evaluations and class descriptions*	✓	*View student bio-demo information (addresses, phones, emails, emergency contacts, relationships, religious preference, work experience, extracurricular activities, athletic participation, service indicators, honors/awards)*
✓	*View enrollment appointments, permission numbers and student groups*	✓	*View service indicator codes and setup*
✓	*View student degree, program/plan, milestones, enrollment summary, advisor, term activation and withdrawal*	✓	**SES-BI Reports** *(Including but not limited to: Major Lists, Permission Number Lists, Class Rosters, Class Schedules)*
✓	*View 3C communication and checklist information*	✓	*View event campus meeting details, person event and event summaries*
✓	*View academic careers, programs, plans, terms, grading bases, etc.*	✓	*View organization contacts, department, groups and location summary)*

5. Additional access – Please indicate if you also require access to:

Curriculum Management

	Create and manage class permission numbers	☐	View department/school class evaluations (CTEC/CTE)
	Update class section enrollment limits and class consent	☐	Manage class descriptions
	Modify meeting pattern and instructor information	☐	Manage enrollment requisite groups for pre-registration
	Manage the building of class schedules within SES	☐	Manage enrollment requisite groups for advanced registration
			Manage CLSS (class planning)

Records & Enrollment

	Enroll students in classes (includes blocks and individually)	-	Term activate students: Individual Batch
	Process transcripts (includes batch and individual)		Run enrollment verifications for students
	Update enrollment appointments for students		Quick admit students (Please type Career, Prog, & Plan in "Other" below)
	View student grades and GPA		View a student's transfer and AP/IB credit

Academic Program/Plan

-	Add, update or correct student program and plan records ☐ Update existing ☐ Add new ☐ Correct history	☐	Perform DGS (Director of Graduate Studies) responsibilities for your area including GSTS (Graduate Student Tracking System) access
☐	Process academic standing and honors and awards		

Demographics

	Run Search/Match on students' records (typically Admissions-related)		
-	View or update Ethnicity data for students ☐ View ☐ Update	-	Student service indicators (holds): ☐ View historical ☐ Place/release
	View SEVIS information for international students		View External System IDs (typically Kellogg)
	Assign student groups and/or extracurricular activities (Student groups typically manage pre-registration; extracurricular is associations such as Greek system)		
	Update student addresses, email, phones, emergency contacts, relationships or work experience		

ImageNow for Undergraduate offices (See ImageNow Security Role descriptions for more info)

	Link imaged documents with linking role (UGRD School name):	View imaged documents:	Dean role High Admin role

Other Student Records access needed (please describe):

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 contained 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)

*Supervisor approval: _____ (sign) _____ (date)
- *Supervisor: Please check this box if you do NOT authorize this user for off-campus access* ☐

Area supervisor approval *(*KSM, Law, SCS, Feinberg ONLY)* _____ (sign) _____ (date)