

# NORTHWESTERN UNIVERSITY - SES ACCESS REQUEST

## TGS Admissions

Please scan/email signed form to  
[tgsadmissions@northwestern.edu](mailto:tgsadmissions@northwestern.edu)

1. Applicant/Current SES User <span style="float: right;">*required</span>				
*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	
*Program(s)				
2. Supervisor			3. Request Type*	
*Last Name	*First Name	M.I.	<input checked="" type="radio"/> New SES User <input checked="" type="radio"/> Current SES User: SES Admin ID is	
*Supervisor NetID:	*Supervisor work phone:		<input type="checkbox"/> I am a current user who is changing departments.	

#### 4. \*Access Needed

Access required		
View application records and test scores in SES		Enter admit and deny decisions in SES (via Action Reason Entry Page)
		View applicant data in The Graduate School's Admission System (CollegeNET)

#### 5. \*Training

- Staff members must be trained to use the TGS SES Admissions module before decision entry access will be granted.
- Staff members must be trained to use CollegeNet before access to CollegeNet will be granted.

Training - Register for a training session in Workplace Learning - Course Number "TGS101" ( <a href="https://nupa.northwestern.edu">https://nupa.northwestern.edu</a> )	
	(If no training sessions are available) Please contact me to arrange an SES training session.
	(If no training sessions are available) Please contact me to arrange a TGS Admission System (CollegeNET) training session.
Attended training	
	I completed an <input type="checkbox"/> SES and/or <input type="checkbox"/> CollegeNet formal SES training session, with an NUIT/SES staff member, regarding The Graduate School's SES admission process. The training occurred on this date: _____. I do not need further training.

Office Use Only	Access Complete Date _____	User Notified by SES Date _____	SESINFO?
Roles:	Row Level:	Program(s)	Admissions Actions:
			Primary Perm List

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Revised 09/9/2016

6. 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](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)

7. \*Supervisor approval: \_\_\_\_\_ (sign) \_\_\_\_\_ (date)

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

8. Data Custodian: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)