

# NORTHWESTERN UNIVERSITY - SES ACCESS REQUEST

## Financial Aid – QUERY ACCESS

Please scan/email signed form to  
**m-powell@northwestern.edu**  
 (Or fax to 847/491-5969, Attn: Michele Powell)

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

4. Levels of access and intended use of data – Please reply to all four questions:		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	*I am requesting read-only access to data (I will only be running queries written by others).
<input type="checkbox"/>	<input type="checkbox"/>	*I am requesting the ability to write queries and run queries written by others. - <i>Note: training or previous query writing experience required for this level of access.</i>
<input type="checkbox"/>	<input type="checkbox"/>	*This data will be used to populate other systems or applications. - <i>If "Yes", please indicate below which system(s)/application(s) the data will populate.</i>
<input type="checkbox"/>	<input type="checkbox"/>	*This data will be used to generate and distribute reports/data/information to other users. - <i>If "Yes", please explain below how data will be distributed.</i>

5. Please provide here any additional information requested above, and/or any specific queries or tables you are requesting.

Office Use Only	Access Complete By/Date:	User Notified by SES Date:	(optional) Training Complete Date:
Roles:	Databases:	Comments:	

## 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<sup>†</sup> (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<sup>†</sup> 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<sup>†</sup>—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.

<sup>†</sup>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 access

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