

**Requesting Access to SES/SmartPages
(NU Tuition Stipend Workcenter) and Student Funding Report**

- 1) Access the online security access form [here](#).
- 2) Click the “Request New or Additional Administrative Access to CAESAR” button:

SYSTEM ACCESS

CAESAR contains data and functions related to student admission, student records and registration, student accounts, and student financial aid. Click below to request administrative access (staff only) to one or more of those areas.

Request New or Additional Administrative Access to CAESAR

- 3) Complete the online FERPA training if you are a new user:

FERPA POLICY

1. All new CAESAR users must complete the online FERPA training before their access can be processed.

Launch FERPA Training in MyHR

If the FERPA learning module doesn't load properly, try enabling Flash or use an alternate browser.

- 4) Click the “CAESAR Access Request Form” button once the FERPA training is complete, or you are gaining additional access:

2. Once you've completed the FERPA training (or if you've previously done so), proceed with your request below:

CAESAR Access Request Form

- 5) Log in using your employee NetID and password.
- 6) Select “Myself” from the ‘Who are you requesting access for?’ drop down box:

CAESAR Administrative Access Request

Whose Request

Who are you requesting access for? *

Myself

Someone else

Next >>

7) Select either “New User” or “Current CAESAR Administrative User” from the ‘Request Type’ drop down box:

CAESAR Administrative Access Request

Whose Request

Who are you requesting access for?*

Myself

Request Type*

New User

Current CAESAR Administrative User

8) If you are a “Current CAESAR Administrative User,” additional options populate:

Request Type*

Current CAESAR Administrative User

Current CAESAR Admin ID

Changing Departments

Next >>

Note: You do **NOT** need to input the Admin ID, but if you are changing departments, please click the designated box. If not, simply click ‘Next.’

9) On the next page, your NetID, your full name, work phone number, and work email address auto-populate in their designated sections.

- Select the option that populates from the ‘Requester Job Title & Department’ drop down box. In most cases, there is only one option.
- Leave the ‘Person Previously in Role’ box blank;
- Select the option that populates from the ‘Supervisor’ drop down box. In most cases, there is only one option);
- Click ‘Next.’

Requester Job Title & Department*

Person Previously in Role (name, NetID)

Supervisor (if dropdown is inaccurate, type supervisor NetID)*

<< Back Next >>

10) Click “Financial Aid (Loans, Scholarships, Funding)” on the next page.

Permissions

Admissions (Applicants, Test Scores)

Financial Aid (Loans, Scholarships, Funding)

Student Financials (Student Accounts, Tuition)

Student Records (Classes, Grades, Personal Information)

To save your progress and return later, check this box and click Next. We'll email you a link that will return you to this form.

Display All Sections

<< Back Next >>

11) Select "Graduate Student Funding" from the 'Select the type of Financial Aid access needed' drop down box.

Financial Aid (Loans, Scholarships, Funding)

Select the type of Financial Aid access needed (if any): *

Graduate student funding (also known as TGS Smart Pages, specific to The Graduate School programs)

UGRD or other non-TGS (very few people need this)

12) Once selected, new information is reflected:

Financial Aid (Loans, Scholarships, Funding)

Select the type of Financial Aid access needed (if any): *

Graduate student funding (also known as TGS Smart Pages, specific to The Graduate School programs)

The Graduate School (TGS) Financial Aid

Access to: NU Tuition Stipend WorkCenter/Smart Pages & NU Commitments Report Run BI/Cognos reports for Student Funding (included with all TGS Financial Aid access requests)

Keep BOTH boxes checked to also grant access to BI/Cognos reports for student funding.

13) Click 'Next.'

14) Click all the checkboxes available:

Whose Request | **General** | **Permissions** | **Data security policy and statement of agreement**

The purpose of the CAESAR 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 *

I will only access CAESAR 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 CAESAR. *

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 CAESAR 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. *

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 CAESAR. I understand that (a) is available for free from Northwestern University. *

I understand that using Virtual Private Network (VPN) is the only authorized means to access CAESAR from off-campus. *

I agree that no software allowing remote access to my machine shall be enabled on any computer I use to access CAESAR. (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/records/student-information-privacy/privacy-policy-ferpa.html>

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

If you get a "One or more fields are invalid" message, click Back and fill in any red highlighted fields.

15) Click 'Submit'. Your access request is submitted!

A representative from the TGS Graduate Student Funding department sends an Outlook invite to the next scheduled in-person training. Once your training is complete, you will receive access.