

**ACCESS TO REGISTRAR COMPUTER SYSTEMS**

Access to any Registrar computer system (ESOC, SINET, etc.) is granted on a need-to-know basis. An account is provided to the **applicant only**. By your signature on the reverse you acknowledge that you understand and agree to abide by the following:

- Your logon ID is considered equivalent to your signature and you are responsible for all entries made under it.
- You will maintain proper password security by not revealing your password to anyone.
- You will maintain Registrar systems' security by not giving anyone access to your account.
- You will maintain proper physical security by not leaving any workstation/terminal unattended while you are logged on to a Registrar system.

Violations will result in closure of the account and may lead to disciplinary action.

**ACCESS TO AND DISCLOSURE OF INFORMATION FROM STUDENT RECORDS**

A number of federal and state laws govern access to and privacy of information maintained in University files, including student records. Access to student records is governed by federal law (the Family Educational Rights and Privacy Act of 1974), state law (the Information Practices Act), and by the *University of California Policies Applying to the Disclosure of Information from Student Records*.

**Access to Student Records** is given to:

- the individual student;
- University employees with "legitimate educational interest";  
*A University employee has legitimate educational interest if s/he needs access to student records in order to perform her/his assigned duties.*
- third parties with the written permission of the student;
- by exception under the law.

Individuals are held personally liable for unauthorized access to and/or release of non-public information from student records.

**Directory or Public Information** is information that may be disclosed without permission of the student unless the student has restricted it from release. **Always check release flags or contact the Office of the Registrar before giving out information or check that the inquirer has a signed release.** Current campus policy is for restrictions to remain in force until changed by the student or former student. Directory information at UCI is the following:

- Student's name
- Dates of attendance
- Date and place of birth
- Street and email addresses and telephone numbers
- Degrees and honors received
- Number of course units in which enrolled
- Enrollment status, e.g. undergraduate or graduate, full-time or part-time
- Participation in officially recognized activities, including intercollegiate athletics
- Name, weight, and height of participants on intercollegiate University athletic teams
- Most recent previous educational institution attended
- Photo
- Grade level
- Major field of study

**Maintain the Confidentiality of Student Records** by following these guidelines:

- Access only those student records required to perform your duties.
- Never access or update your own record or that of a friend or relative.
- Ensure privacy of all student records, disposing of information in a secure manner.
- Sign out of the system whenever you leave your desk.
- Absolutely never give out your password or let others use your account.

**EXAMPLES OF VIOLATIONS**

- Giving your password to someone.
- Logging in and allowing someone to use your account.
- Adding, deleting or changing another department's schedule or course information without authorization.
- Viewing the record of a student/former student whose record is unrelated to your duties.
- "Browsing" through student records.
- Releasing non-directory information (i.e., GPA or grades).
- Releasing public information that has been restricted (i.e., address or birth date).
- Providing a list of students with a certain GPA or GPA range.
- Providing a list of students by gender or ethnicity.

**Questions? Contact the Registrar's Campus Liaison at (949) 824-7901.**

# REQUEST FOR SYSTEMS ACCESS

OFFICE OF THE REGISTRAR / SAIS

UNIVERSITY OF CALIFORNIA, IRVINE

EMPLOYEE	Last name		First name		Middle initial		
	Employee ID number <b>09</b>			Current UCI student <input type="checkbox"/> yes <input type="checkbox"/> no		UCInetID	
	School/Department			Zot code		Campus phone number	
	Job title					Campus fax number	
	<b>add delete renew update</b> - access to Registrar / SAIS systems						
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>WebAdmin</b>			<input type="checkbox"/> place/remove holds			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>SINET</b> Student Information Network			<input type="checkbox"/> authorize excess units			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>PMTV</b> Online Registration Admin Access			<input type="checkbox"/> authorize into classes			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>WebGrades</b>			<input type="checkbox"/> add/delete CPEP			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>WebRosters</b> Roster Retrieval via the Web			Will you need to view employee IDs? <input type="checkbox"/> yes <input type="checkbox"/> no			
Department range of course codes: _____			Will you need to authorize others to view selected rosters for a specific term? <input type="checkbox"/> yes <input type="checkbox"/> no				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>DEGREEWORKS</b>							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>ECAF</b> Electronic Course Action Form			Circle one category: staff   unit   chair   dean   COC				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>ESOC</b> Electronic Schedule of Classes			(training required)				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>25E<sup>1</sup></b> Schedule 25e Event Scheduler			(training required)				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>OTHER</b>							
<b>Justification</b> Access to student information and Registrar's systems must be justified. Indicate the reason(s) you need access.							
<input type="checkbox"/> I am acquiring job duties formerly held by: _____							
I have read and understood the systems access and disclosure policies on the reverse of this form. I understand that my acceptance of access to student records and/or Registrar systems signifies I accept the responsibility for complying with the University's <i>Policies Applying to the Disclosure of Information from Student Records</i> and the Office of the Registrar Policy on Systems Access. By my signature below I agree to access student records and/or Registrar systems only as required to perform assigned duties, to preserve the security and confidentiality of information I access, to refrain from viewing records outside my area of legitimate educational interest, and to protect the security of my account.							
Signature of employee				Date			
AUTH.	DEPARTMENT HEAD OR DESIGNEE: I support this request for access to student records and Registrar systems and verify that my supervisee has read the disclosure information on the reverse of this form. I too have read and understood this information and agree to abide by the <i>University's Policies Applying to the Disclosure of Information from Student Records</i> and the office of the Registrar Policy on System Access. I recognize that this agreement does not grant me access to student records and Registrar systems.						
	Signature of department head or designee				Date		
Print name of department head or designee				Title			
ORSAIS	Approval			Date			
	Login name						
	Affiliation	Priority	WebAdmin Lite	Deactivate/Reactivate	Notification date	WebAdmin	SINET (Password)
WebGrades		WebRosters	DegreeWorks	ECAF	ESOC	25E	OTHER