


Before You Print!

1. Read the instruction page.
2. Complete the form online. (Type in and select all applicable fields for your request.)
3. Click on the  button at the bottom of the form.
4. Select double sided printing (if available).

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REQUEST *for* SYSTEMS ACCESS

UNIVERSITY REGISTRAR

UNIVERSITY of CALIFORNIA, IRVINE

As a custodian of student records for the University, the Registrar's Office offers computer systems for use by campus officials to assist in the performance of their job duties. Access to any Registrar computer system is granted on a need-to-know basis to those officials who can demonstrate a legitimate educational interest. Access is granted to the applicant only. Campus temporary employees will only be granted limited access to Registrar computer systems.

How to Apply

1. Complete all employee fields in the top section of the Request for Systems Access form. Please type your answers directly into the interactive form.
2. For each Registrar system you are requesting, select an option from the drop down menu.
 - Your options are add, update, delete, or SA/NC (still active/no changes) .
 - Use the SA/NC option on the system(s) that you already have access to and wish to retain.
3. Demonstrate your legitimate educational interest for requiring access to the requested system(s). This is mandatory. Guidelines for proper demonstration are listed below.
4. Indicate whether this is a new position for you or if you are acquiring duties from another employee who has left your office. If the latter, specify the previous employee's name.
5. Print the interactive form by pressing the Print Form button at the bottom of the page.
6. Sign and date the form.
7. Obtain an approval signature from your department head or designee.
8. Deliver the completed form to the Registrar's Office.

Processing Time

Requests are processed within two weeks of submittal. The processing time takes into account probable delays due to intercampus mail, staff work load, or the receipt of an incomplete form. An incomplete form, or a form that insufficiently demonstrates legitimate educational interest, will be returned. Your form will need to be resubmitted, with the required information, before your request is processed.

Legitimate Educational Interest

A campus official is deemed to have a legitimate educational interest if access to student records is required in order to perform assigned job duties. More information on legitimate educational interest may be found by visiting University of California Policies Applying to the Disclosure of Information from Student Records, section 130.290.

Guidelines for Demonstrating Legitimate Educational Interest with Registrar Systems

You may follow the guidelines below to demonstrate legitimate educational interest on your Request for Systems Access form. If additional space is necessary to demonstrate legitimate educational interest, you may include additional pages. Any additional pages must be signed by your department head or designee.

For Access to WebAdmin:

1. Specify or list the type(s) of student information that is necessary to perform your required job duties. Verify this with your supervisor and the responsibilities outlined in your job description. The Registrar's Office requires the exact type of student information you will need to view. Example:
 - a) "I need access to grades and class schedules."
2. Describe your job functions that require access to the student information you listed. How will you use the student record information? Examples of sufficient demonstrations:
 - a) "I need to view grades so I can properly advise students on their academic progress."
 - b) "I need to view academic profile so I may verify enrollment in order to properly advise students."

For Access to WebGrades, PMTV, WebRoster, Course Inventory Management, Catalogue, ESOC, 25Live:

1. Describe your job functions that require access to these Registrar systems. Examples:
 - a) "I am the course scheduler for my department and will be using 25Live and ESOC for scheduling courses."
 - b) "I need access to Course Inventory Management to make updates or approve changes to courses."
 - c) "I will be using WebRoster and WebGrades to help faculty with their course management."

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Descriptions of Registrar Systems

WebAdmin is a web-based system that allows the user to access student information. Access is limited and is specific to each employee's job duties. You must demonstrate your legitimate educational interest for every type of access you request. Below is a partial list of student information available through WebAdmin.

- Academic Profile (GPA, units enrolled, fee payment information, graduation application, degree(s) awarded)
- Study List
- Grades

Administrative options which will permit the authorized user to modify student records are also available in WebAdmin. When requesting access to administrative options, you will be required to demonstrate why administrative options are necessary. Below is a partial list of administrative options.

- enrollment eligibility (use CPEP to bypass prerequisites so a student may enroll in a course)
- unit authorization (authorize a student to enroll in excess units)
- place and remove holds
- enrollment exception

There are additional options that are generally reserved for academic counselors. View only access may be granted to non academic counselors if legitimate educational interest is demonstrated. Below is a partial list of these options.

- DegreeWorks
- Change of Major
- Readmission
- Application for Graduation

PMTV allows the user to modify a student's course enrollment. This bypasses all enrollment checks, including prerequisites, co-classes, and course capacity. Access is limited to the director of each student affairs office and select others.

WebGrades is a web-based system that allows instructors to submit grades electronically. Instructors may enter individual grades or upload a file. Access to WebGrades is automatically granted to the instructor of record of each course. Only the instructor of record may submit grades. Administrative access offers view-only privileges.

WebRoster is a web-based system that provides electronic class rosters with real-time updates. Rosters are available twenty-four hours a day, seven days a week. Access to WebRoster is automatically granted to the instructor of record of each course.

Course Inventory Management electronically tracks and routes proposed courses and proposed changes to existing courses. You must specify your approval authority on the form - select from view only, staff, chair, dean, or academic senate.

Catalogue access allows the users to review, edit, approve sections of the UCI general catalogue.

ESOC is a web-based application used to display and edit records in the Schedule of Classes. Access is typically granted to departmental schedule of classes coordinators and their backups. Training is required before access is activated.

25Live is the program used to schedule classrooms and other spaces. Access is typically granted to departmental schedule of classes coordinators and their backups. Training is required before access is activated. 25Live is a copyrighted software product owned by CollegeNet, Inc. and licensed for use by the UCI Registrar.

You are required to complete the FERPA eCourse at UC Learning Center (<http://www.uclci.uci.edu>)

Access to Registrar Computer Systems _____

It is imperative that all users maintain the Registrar systems' security, as well as the integrity and confidentiality of student records. You must abide by the following rules:

- Do not reveal your password to anyone.
- Do not give anyone access to your account.
- Do not leave any workstation unattended while you are logged on to a Registrar system.
- Your logon ID is considered equivalent to your signature, and you are responsible for all entries made under it.
- Adhere to all other provisions of the campus Computer and Network Use Policy.

Failure to abide by these rules will result in closure of your account and may lead to disciplinary action, up to and including termination of employment and/or dismissal from the University.

Access to Student Records and Disclosure of Information _____

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

Access to student records is given:

- to the individual student
- to University employees with legitimate educational interest
- to third parties with the written permission of the student
- by exception under the law

Public and Directory Information _____

Normally, the campus will release the following as personally identifiable information which may be made public:

- student's name
- photo
- date and place of birth
- telephone numbers
- campus email address
- dates of attendance
- major field of study
- grade level
- number of course units in which enrolled
- enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- degrees and honors received
- most recent previous educational institution attended
- participation in officially recognized activities, including intercollegiate athletics
- name, weight, and height of participants on intercollegiate University athletic teams

However, students have the right to refuse to permit any or all of these categories to be designated public information with respect to their own record. More information is available on the Registrar's website section on Privacy and Student Records.

Always check restriction codes or contact the Registrar's Office before giving out information, or check that the inquirer has a signed release from the student. Current campus policy is for restrictions to remain in force until changed by the student or former student.

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

Maintaining the Privacy of Student Records _____

It is imperative that the privacy of student records is maintained. The following guidelines will assist you:

- 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 by disposing of information in a secure manner.
- Sign out of the system whenever you leave your workstation.
- Under no circumstance, reveal your password to another individual or allow others to use your account.

Violations _____

Systems access violations include, but are not limited to:

- 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 or former student whose record is unrelated to your duties
- browsing through student records
- releasing non-directory information (e.g., GPA or grades)
- releasing public information that has been restricted
- providing a list of students with a certain GPA or within a certain GPA range
- providing a list of students by gender or ethnicity

Violations will result in closure of your account and may lead to disciplinary action, up to and including termination of employment and/or dismissal from the University.

Removing Systems Access _____

It is the responsibility of your department to notify the Registrar's Office any time an employee who was granted systems access:

- leaves their position with the University
- changes job duties so that responsibilities no longer require systems access

The Registrar's Office will remove systems access privileges when these instances occur.

Questions? Contact the Registrar's FERPA Analyst at (949) 824-9672