

Enos, Kelly W.

From: Garcia, Carlos R.
Sent: Thursday, July 16, 2015 3:48 PM
To: Enos, Kelly W.
Cc: Austria, Rodrigo G.
Subject: Process for Student Information System access

Hi Kelly,

Per your request.

Student data is protected by the student information system. Data in the student information system is stored as "student" data and "curriculum" data. Student data includes student personal information, transcripts, course history, and payments. Curriculum data includes courses, units, and enrollment information. Access is granted upon administrative approval. Users complete the DEC Online Authorization form listing the type of access needed. The form is routed via email through the requestor's supervisor, manager/department chair, and division Vice President. The division Vice President sends the final approval to the office of information technology (it). IT forwards the request to the district for processing.

Faculty is automatically granted a student information system username and password when a section/class is assigned. Each faculty member has access to the assigned section/class. This includes the course name and number, and list of students enrolled along with their email addresses, student ID numbers and address. No transcript, history, payment or grade information is granted to faculty.

Faculty that needs additional access submits the DEC authorization request form and must receive approval from the division VP.

The IT supervisor automatically receives email messages from the SAP workflow identifying users who have been terminated. Student Information system accounts (and email/network accounts) are disabled upon receipt of the termination.