

REQUEST FOR GRAD DIVISION INFORMATION SYSTEM ACCESS

EMPLOYEE

Use this form to request access to the Graduate Student Support (GSS) or Fellowship Web Application (FWA) systems. After carefully reading Page 2 of this form (*Guidelines Governing Access to GD Electronic Information Systems*), please complete this section, then forward this document to your Department Head. Direct any questions or comments about GSS and FWA to the Graduate Division via Long Nguyen (nguyen.long@uci.edu) or Lily Truong (lily.truong@uci.edu). You will be notified via e-mail once this request has been approved or denied. Please note that work study students cannot be granted access to GSS or FWA.

Employee Name: _____		
Last	First	M.I.
UCInetID: _____	Department: _____	Job Title: _____
I request access to:	<input type="checkbox"/> GSS	<input type="checkbox"/> FWA
		<input type="checkbox"/> Input and Save only (for FWA only)
		<input type="checkbox"/> Input, Approve, and Submit (for FWA only)
JUSTIFICATION Access to graduate data via GSS/FWA must be justified. Indicate the reason(s) you need access, and the graduate programs, with major codes, to which you need access.		

I have read and understood the system access and disclosure policies on the second page of this form. I understand that my acceptance of access to UCI graduate data via GSS/FWA signifies I accept the responsibility for complying with University policies governing access and disclosure of records, including UC Business and Finance bulletin RMP-8, Legal Requirements on Privacy and Access to Information; University Policies Applying to the Disclosure of Information from Student Records; and, the Office of Graduate Studies' Guidelines Governing Access to GD Electronic Information Systems. By my signature below I agree to access data via GSS/FWA only as required to perform my assigned duties, to preserve the security and confidentiality of information I access, to refrain from viewing records outside of my area of legitimate, business "need to know," and to protect the security of my account.		
Signature of Employee: _____		Date: _____

DEPARTMENT HEAD or DESIGNEE

Please evaluate this employee's request for access to GSS/FWA and complete this section if you agree that access is appropriate. Email the completed form to the Graduate Division via Long Nguyen (nguyen.long@uci.edu) or Lily Truong (lily.truong@uci.edu), or forward to the Graduate Division, 120 Aldrich Hall, Zot Code 3180.

I support this request for access to GSS/FWA and verify that my supervisee has read the disclosure information on p.2 of this form. I too have read and understood this information and agree to abide by University policies governing access and disclosure of records, including UCI Business and Finance Bulletin RMP-8, Legal Requirements on Privacy and Access to Information; University Policies Applying to the Disclosure of Information from Student Records; and, the Office of Graduate Studies' Guidelines Governing Access to GD's Electronic Information Systems. I recognize that this agreement does not grant me access to student data via GSS/FWA.	
Signature of Department Head or Designee: _____	Date: _____
Print name of Department Head or Designee: _____	Title: _____

FOR GD USE ONLY

Access Granted On: _____	Major Codes: _____ _____ _____
Access Denied On: _____	
Approval: _____	
Signature _____ Date _____	

GUIDELINES GOVERNING ACCESS TO GD ELECTRONIC INFORMATION SYSTEMS

Access to Graduate Division Systems via **GSS** (a system for downloading **G**raduate **S**tudent **S**upport data); or **FWA** (a system for electronic submissions of **F**ellowship **W**eb **A**pplication requests) is granted to staff in the Academic Units on a business need-to-know basis. Access may be provided only to the individual UCI employee who requests access. Violations of the guidelines, outlined below, will result in discontinuation of access to GSS/FWA and may lead to disciplinary action. Please note that work study students cannot be granted access to GSS/FWA.

ACCESS TO AND DISCLOSURE OF INFORMATION FROM ENROLLED STUDENTS 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), University policies governing access and disclosure of records, including UC Business and Finance Bulletin RMP-8, Legal Requirements on Privacy and Access to Information; University Policies Applying to the Disclosure of Information from Student Records (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc130.html>); and, the Graduate Division Guidelines Governing Access to GD Electronic Information Systems.

Access to Student Records is given only to:

- * University employees with legitimate, business, need-to-know;
A University employee has legitimate business need-to-know if they need access to student records in order to perform their assigned duties.

Individuals may be disciplined for unauthorized access to and/or release of student information in a manner that is not consistent with their assigned duties.

Maintain the Confidentiality of Student Records by following these guidelines:

- * Access only those records required to perform your duties.
- * Never access your own records 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 to let others use your account.

ELECTRONIC STORAGE OF STUDENT DATA

Any data extracted from the GSS/FWA systems and stored in another database or other form of electronic storage (text file, Excel file, etc.), must be protected and secured following the Electronic Information Security guidelines cited at:

<http://www.ucop.edu/ucophome/policies/bfb/is3.pdf>

Other resources regarding the storage of electronic personal information can be found at:

<http://www.policies.uci.edu/adm/procs/800/800-17.html>

EXAMPLES OF VIOLATIONS

- * Giving your UCInetID and password to someone.
- * Logging in and allowing someone to use your account.
- * Viewing records of a student whose records are unrelated to your duties.
- * “Browsing” through student records.
- * Releasing student information to any individual not officially involved with the application/admission process in your academic units. This information includes, but is not limited to:
 - o Student’s name
 - o Date and place of birth
 - o Street and e-mail address, telephone number
 - o Degrees and honors received
 - o GRE or other test scores
 - o Undergraduate GPA
 - o Financial Information