College of Sciences
UCF

Request for Security Authorization (Dean's Office)

Name _____	EMPL _____	NID _____	Date _____
Title _____	Dept/Unit Name _____	OPS ☐ Yes ☐ No	
eMail _____	Phone _____	Type ☐ New ☐ Update	

A ucf.edu (not knights) email account required.

	Select Access Type	Details	Training	OFFICE
Student Records				
	Student Records I		SR100W,PSC001W,SR201	SR
	Student Records II		SR100W,PSC001W,SR201,SR202	SR
	Advisor Self Svc & myKnight		SR100W,PSC001W,ACS001W	SR
	Enrollment Access	☐ Basic ☐ Limited ☐ Extended ☐ Full ☐ View Only	SR100W,PSC001W,SR201,SR202,SR310C,Manual	SR
	Scheduling	☐ DeptUpdate ☐ View Only	SR100W,PSC001W,SR201,SR202,SR300C, Manual	SR
	Permission Numbers	☐ Student Specific ☐ General	SR100W,PSC001W,SR201,SR202,SR311C,Manual	SR
	Assign Advisor		SR100W,PSC001W	em
	Customer Accounts		SR100W,PSC001W,FSC113W,Conf Agrmt	em
	Class Roster	*(view only access)*	SR100W,PSC001W	em
	Enrollment Trail / Query Viewer		SR100W,PSC001W	em
	Fee-Materials & Supplies Reports	Acct#:	SR100W,PSC001W,FSC113W,Conf Agrmt	em
	Fee-Equipment Fee Reports	Acct#:	SR100W,PSC001W,FSC113W,Conf Agrmt	em
	Grade Change (Online)	☐ Update ☐ View Only	SR100W,PSC001W,Manual	em
	Pegasus Mine Portal (PMP)	*For OPS employees, only*	SR100W,PSC001W	PM
	Prerequisites Build		SR100W,PSC001W,SR201,SR202,SR312C, Manual	em
	Query Manager (Create Queries)	*ID necessary tables*	SR100W,PSC001W	em
	RDS		SR100W (required annually), IKM	RDS
	RO Reports	☐ Enrollment ☐ Scheduling ☐ Check to Receive Daily Emails.	SR100W,PSC001W	em
	Service Indicator (Holds)		SR100W,PSC001W,FSC113W,Conf Agrmt	em
	Training Summary		PSC001W	em
	View Photo		PSC001W	em
	W/M Faculty Credential Check		SR100W,PSC001W,SR201,SR202,Manual	em
myKnight Audit (UG)				
	Portal – View Audit		SR100W (w/in last year),PSC001W,ACS001W	em
	Batch Audit Request	Printer name/IP:	SR100W (w/in last year),PSC001W	em
	Student Directives/Exceptions	Write Access	SR100W (w/in last year),PSC001W,ACS001W	em
	Requirements	Read Only	SR100W (w/in last year),PSC001W,ACS001W	em
Undergraduate				
	myKnight STAR (formerly EAB-SSC/CRM)	☐ Basic ☐ Prof Adv ☐ Loc Admin	SR100W,SSC01W or SSC02W	Qual
	ITG Advisor Intent Review Page	☐ Update ☐ View Only	SR100W,PSC001W	em
	ITG Electronic Degree Certification	☐ Approver 1 ☐ Approver 2	SR100W,PSC001W	em
	Online Change of Major (*restricted access programs only*)	Majors:	SR100W,PSC001W	em
	PERC Report			em
	Readmission Approver	☐ Update ☐ View Only		em
	Student Groups	☐ Update ☐ View Only	SR100W (w/in last year),PSC001W	em
	Transfer Credit Report			em
	Undergrad Research Database		Manual	em
Graduate				
	Gradaute Catalog Updates	☐ Update ☐ View Only	SR100W,PSC001W, Grad College	Grad College
	Graduate ITG	☐ Update ☐ View Only	SR100W, PSC001W, GRD001, Grad College	Grad College
	TD/S Listserv		Grad College	Grad College

Additional Graduate College training is available via the Graduate College: See next page for more information re: Admissions, Student Services, Financials, Thesis/Dissertation, and Graduate Council. No prior approval is needed to enroll into these training sessions.

By signing, I acknowledge that I have been informed of, and accept the responsibilities for, a complimentary computer account as an employee of the University of Central Florida. I understand that this account is for use in administrative support. Any other uses of this account are strictly prohibited. I understand that improper or illegal use may result in the termination of my account and I may be subjected to disciplinary action up to and including termination of employment. (FERPA)

Employee Name _____	Signature _____	Date _____
Department Chair/Supervisor's Name _____	Signature _____	Date _____
	Date Approved: _____	

Please accompany any request with a brief justification/rationale for the needed security access. This form is signed by the employee and their supervisor/chair and forwarded to the college's security authorizer. If training needs to be completed prior to access being granted, this as well as any pre-requisite training is identified within the "prerequisite" and "training" columns on the form.

Additional Information: COS Security Authorization Requests

Online Training

1. Log on to the myUCF portal using your PID and myUCF password
2. On the myUCF menu, select Employee Self Service
3. Select Learning and Development
4. Select Request Training Enrollment
5. Click on the 'Search by Course Number' and enter the course number (for example: SR100W for FERPA online module)
6. Click on the session you would like to enroll into and complete the course as per the requirements. The session may not be immediately available (note start date), but once it is, it can be completed online at any time.
7. Once you submit the training request, you should receive an e-mail confirming your enrollment. The e-mail will be sent to the primary e-mail address indicated on your Personal Information Summary page in Employee Self Service.

Enrollment Access

View Only	View only access in enrollment screens
Basic	**Add/Drop/Swap** (no override capability)
Limited	Basic plus override capability for **requisites** and **unit load**
Extended	Basic plus override capability for **class limit** and **permission**
Full	Basic plus Limited plus override capability for **career, permission, time conflict,** and **class limit**

Permission Numbers

The type of permission number used depends on how a specific course/section is scheduled. Through the scheduling process the course will be designated for use with "general" or "student specific" permission numbers.

Query Viewer/ Query Manager

Query access will be limited by other security approvals (ex: information available via Student Records can only be accessed if SRI and SRII security access has been approved).

RDS Training

Access to RDS requires annual FERPA reauthorization. Once you are given security access to RDS, you will be able to review the "RDS Security Access Information" guide that is found within the RDS Information page.

Service Indicators/Holds

Authority to place and remove holds requires that the employee also complete the Confidentiality Agreement form (this is filed with the employee's supervisor. Form is found here: http://hr.ucf.edu/files/ConfidentialityAgreement.pdf

Undergraduate: Advisor Intent Review Page

View Only	Read-Only access to ITGs filed
Update	Update/Add comments regarding ITG status

Undergraduate: ITG-EDG (Electronic Degree Certification)

Approver 1	Initial/Partial, College approval for certification
Approver 2	Final, College approval for certification

Graduate College Training

Graduate College Training consists of those identified on form, and all are available through either Learning and Development or by contacting the Graduate College directly.

Learning and Development

GRD 001 Student Services, Academic Progress, Graduation Training (access to PS pages for UCF Graduate Summary)
GRA 001 Admission Training (access to GradInfo and the GPS (graduate audit))

Graduate Financials

Contact Jennifer Parham to schedule training for access to Graduate Financials (w/in GradInfo)

Thesis and Dissertation

Policy and procedures information as well as addition to the TD_S Listserv (thesis/dissertation announcements)

Graduate Council Curriculum Committee

Curricular processes for graduate programs; committees and forms

myKnight STAR Information & Training

Basic	Peer advisor/front desk assistant (SSC01W required)
Professional Advisor	College level professional advisor (SSC02W required)
Location Administrator	College level director of advising office (SSC02W required)