Name _____ EMPL _____ NID _____ Date _____

Title _____ Dept/Unit Name _____ OPS ☐ Yes ☐ No

eMail _____ Phone _____ Type ☐ New ☐ Update

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

Updated: 02/01/18

Select the security access that is necessary and appropriate to the employee role. If needed, provide details. 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" column of the form.

	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
*	Scheduling	☐ DeptUpdate ☐ View Only	SR100W,PSC001,SR201,SR202,SR300C,Manual	SR
	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
	Query Manager (Create Queries)	*ID necessary tables*	SR100W,PSC001W	em
	RDS		SR100W (required annually),IKM Manual	RDS
	RO Reports	☐ Enrollment ☐ Scheduling ☐ Check to Receive Daily Emails.	SR100W,PSC001W	em
	Training Summary		PSC001W	em
*	W/M Faculty Credential Check		SR100W,PSC001W,SR201,SR202,Manual	em
Undergraduate				
	myKnight Audit		SR100W (w/in last year),PSC001W,ACS001W	em
	myKnight STAR	☐ Basic ☐ Dept Adv ☐ Dept Mgr* *Only 1 Mgr per dept/school	SR100W,SSC01W or SSC05W	Qual
	Online Change of Major (*restricted access programs only*)	Majors:	SR100W,PSC001W	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

Addt'l Graduate College training available, 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.

Employee: 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.

Employee Name _____ Signature _____ Date _____

Chair/Supervisor: By signing, I acknowledge that I will keep the COS Security authorizer informed of any change of responsibilities or employment related to this security authorization.

Department Chair/Supervisor's Name _____ Signature _____ Date _____

**Submit form to COS Security Authorizer
CSB 201; mailcode: 1997
fax: 407/823-1998**

Office Use Only:

Approval: _____ / _____

Date

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.

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 also requires annual FERPA reauthorization. Training is provided by Institutional Knowledge Management (IKM). Once you gain access, you can also review the "RDS Security Access Information" guide found within the RDS Information page.

myKnight STAR Information & Training

Basic	Peer advisor/front desk assistant (SSC01W required)
Department Advisor	Faculty or department level professional advisor (advising note) (SSC05W required)
Department Manager	Department level director of advising office (advisor access and reporting/analytics) (SSC05W required) *Only one per department/school.*

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