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.

Updated: 09/10/2020

	Select Access Type	Details	Training	OFFICE
Student Records				
	Student Records I		SR100W,PSC001W,SR201 (Manual)	*SR*
	Student Records II		SR100W,PSC001W,SR201,SR202 (Manual)	*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 Manual)	*RDS*
	RO Reports	☐ Enrollment ☐ Scheduling ☐ Check to Receive Daily Emails.	SR100W,PSC001W	*em*
	Service Indicator (Holds)		SR100W,PSC001W,FSC113W,Conf Agrmt (Manual)	*em*
	Training Summary		SR100W PSC001W	*em*
	View Photo		SR100W, PSC001W	*em*
	W/M Faculty Credential Check		SR100W,PSC001W,SR201,SR202 (Manual)	*em*
	EG – SAS Enterprise Guide		SR100W	*SR*
myKnight Audit (UG)				
	Portal – View Audit *(student peer advisors only)*		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, ACS002W	*em*
	Requirements/Directives	View 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*
	High Impact Practices 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.

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)