Narrative/Description: Security for Registrar’s staff is established and maintained by position (job) classification, with each assigned to a profile (class). The Registrar is the designed Data Owner for the SIS module and has granted equal status to the Director of Admissions and Records at RGC as the co-owner. These two individuals are part of the Administrative Profile and have full access to all SIS screens with unlimited update and management capabilities. Members of the Administrative Profile also have the authority to grant and remove access for other profiles within the SIS module and must approve, in writing, any request for to access in other modules for any SIS Profile. Additionally, the Administrative Profile has limited access in the SIS module (100/200/400 Series) with update abilities only for demographic, hold/comment, and calculation information. FRS access is limited to view only. FOCUS access includes the ability to create and run programs.

The Assoc Registrar/Records Administrator Profile has full view access to all SIS screens, with limited update capability and limited management access. This Profile has unlimited access in the SIS module (100/200 Series) with update abilities for demographic, hold/comment, and calculation information. FRS access is limited to view only with the exception of a couple of 400 screens used for tuition calculation. FOCUS access includes the ability to create and run programs.

The Registrar Assistant Profile has limited view access to SIS screens, with limited update capability and no management access. This Profile has limited access in the SIS module (100/200/400 Series) with update abilities only for hold/comment and calculation information. This profile has no FRS access and FOCUS access is limited to the ability to run programs.

The Support/Clerical Profile has limited view access to SIS screens, with little update capability and no management access. This Profile has limited view access in the SIS module (100/200/400 Series) with update abilities only for demographic information. This profile has limited FRS access and FOCUS access is limited to the ability to run programs.

The Student Assistant Profile has very limited view access to SIS screens with minimal update capability. This Profile is restricted view (demographic only) access to SIS (100 Series). This Profile has no view FRS or FOCUS access.

Access to SIS screens outside admissions/student records is limited to the University upper administration (view only) expect by individual request and review. Update capability is never granted to non-SIS staff.
Electronic Inputs: N/A
Manual/Paper Inputs: N/A
Key Decision Points (list all): Profile assignment; individual request for view access
Related Policy(s): FERPA, institutional privacy/security policies
Interface to Other Systems: SIS, FRS
Web Features: None
Electronic Outputs: ZBA100 (Security Report – Profile/Operator Listing)
Manual/Paper Outputs: None
Customer(s): University as a whole
Regulatory Items: Federal, state, and institutional
Frequency/Volume: As needed, reviewed not less than quarterly
Potential Break Points: N/A
Automation: N/A
Issues: Deactivation of accounts upon separation from the University; Security breaches