

**I. EMPLOYEE INFORMATION**

<b>First and Last Name:</b>		<b>USF U#:</b>	
<b>Title:</b>		<b>NetID:</b>	
<b>College/Unit:</b>		<b>Email:</b>	
<b>Department:</b>		<b>Phone:</b>	

**II. SUPERVISOR INFORMATION**

<b>First and Last Name:</b>		<b>Email:</b>	
<b>Title:</b>		<b>Phone:</b>	

**III. REQUEST DETAILS: To be completed by the Supervisor**

**Note: Please check the [SIS Reports Master List](#) for more information on folders and reports.**

Folder	Description	Approver Section
<input type="checkbox"/> Academic Courses	Reports that contain course, section or Banner catalog information	
<input type="checkbox"/> Academic Student	Reports that contain student information, including: Excess Hours, Grades, GPA, Graduate Certificates, Registration, SUDS Also included are reports specific to the following areas: Colleges, Innovative Education, Orientation and Athletics	
<input type="checkbox"/> Admissions General	Reports specific to the Office of Admissions are open to all Admission staff <b><u>ONLY</u></b> <i>Please do not request access to Admissions General reports if you are not currently an employee in the Office of Admissions.</i>	

Folder		Description	Approver Section
<input type="checkbox"/>	Admissions Management	For managerial positions in Admissions or positions that require access to more confidential student data	
<input type="checkbox"/>	BISK General	Reports specific to USF Health BISK Education Informatics programs	
<input type="checkbox"/>	INTO General	Reports specific to INTO USF without Grades or sensitive information	
<input type="checkbox"/>	INTO Management	Reports specific to INTO USF with Grades or sensitive information	
<input type="checkbox"/>	Registrar General	Reports specific to the Registrar's Office (URO) are open to all URO staff <b>ONLY</b> <i>Please do not request access to Registrar General reports if you are not currently an employee in the Registrar's Office.</i>	

Folder		Description	Approver Section
<input type="checkbox"/>	Registrar Management	Reports specific to the Registrar's Office that are restricted to URO management or persons who need sensitive information	
<input type="checkbox"/>	Shared Reports	I have listed in Section IV. the additional reports for which I am requesting access <i>Note: Please do not check "Shared Reports" if you are not requesting access to specific reports located in the Admissions General and/or Registrar General folders.</i>	

**IV. ACCESS TO SHARED REPORTS:**

If there is a specific report for which you require access that is in a restricted folder (e.g., Admissions General), please list the exact name of that report below. To determine the name of the report and its location, please review the [SIS Reports Master List](#)

Report	Folder	Approver Section		
		Approver Name and Signature	Signature Date	Decision
				<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Approve <input type="checkbox"/> Deny

**V. JUSTIFICATION-Required:** *To be completed by the Supervisor for all requested folders and reports.*

**Once Sections I-V above have been completed, email the ENTIRE form (Sections I through VII) to SISReports@usf.edu. You will receive a DocuSign request to sign the form.**

**VI. EMPLOYEE CERTIFICATION**

*My signature serves as certification that I agree to comply with the following statement:*

**Responsibilities Associated With Access to University Data**

- 1) Data to which you have access in the conduct of legitimate University business cannot be used for any other purposes, nor may it be passed on by you to any other person, in any form, for any purpose other than legitimate University business.
- 2) You are responsible for the security of the data to which you have access. This includes your adherence to University, College, Campus and departmental policies regarding access to data, keeping data and printouts in secure locations, periodically changing passwords, and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present.
- 3) You are responsible for distinguishing between public, directory and confidential information. For guidance, see the USF catalog and USF Policy 0-106. Confidential information regarding students or staff cannot be released in any personally identifiable format without permission of the individual. Individual directory information may be released unless a student has requested to keep their information confidential. Any public information may be displayed in either individual or aggregated format.
- 4) For consistency, official counts of students, employees and other items are developed or maintained by the Office of Decision Support (ODS). It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents.

**Do not sign the form until you receive the signature request through DocuSign.**

<b>Print name</b>	<b>Signature</b>	<b>Date</b>
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**VII. SUPERVISOR CERTIFICATION**

*My signature serves as certification that the employee has successfully completed FERPA training and all the information provided in this form is true and correct.*

**Do not sign the form until you receive the signature request through DocuSign.**

<b>Print name</b>	<b>Signature</b>	<b>Date</b>
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