GA 34. Student Information System Access Control Policy

Title:	**Student Information System Access Control Procedure**
Policy Number:	GA. 34/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

1. RATIONALE

The University's computerized Student Information System (SIS) is the principal tool for the support of academic administration. It includes all student records. Responsibility for the security and integrity of information contained in the system belongs to the Registrar.

The purpose of this procedure is to protect critical, sensitive and confidential data by insuring that only persons duly authorized by the Registrar or his delegate are entitled to access the SIS.

2. Policy

Types of Access

a) Data read only
b) Enter, change, update or delete data

Who May Request Access To The SIS?

Access to the SIS via terminals is normally restricted to employees of the University. Any employee whose functions at the University require access will normally be given permission to read general, non-personal information maintained in the SIS.

Authority to read information pertaining to individual students is granted only to staff members involved in academic administration, student accounts receivable, student services or student counselling.

The ability to enter, update or delete data on the SIS is strictly controlled and limited to designated staff members charged with academic record keeping or the maintenance of computerized databases.

Conditions for SIS Access

Employees, who request an access account (or access code) for the SIS, must:

a) Agree to respect all pertinent university policies and procedures on electronic data processing security and the confidential nature of the information obtained;

b) Occupy a position in which access to information contained in the SIS is considered necessary or useful;

c) Secure the approval of their immediate superior, of the dean of the faculty or director of the service in which they work and of the Registrar or the Registrar's delegate.

How to Request Access to the SIS

Requests for access to the SIS must be made in writing, on the form entitled REQUEST FOR ACCESS TO SIS. This form:

a) Identifies the applicant as an employee of the University;

b) specifies the type of information needed in connection with the applicant's duties;

c) Provides the applicant's undertaking to observe all pertinent policies and procedures;

d) Provides a record of approval of the applicant's superiors.

Requests may be initiated either by the employee or by the employee's supervisor, but both must sign the request. The form is to be sent to the SIS Administrator in the Office at the Registrar for approval.

SIS access accounts will be renewed periodically, as long as the incumbent occupies the position for which the account was issued and continues to need the same access privileges. If different access privileges become necessary, or if the user is transferring to another position within the University, a new request for access must be submitted. The access code of an employee leaving the University, will be cancelled without delay.

Use of SIS Access Accounts

Access accounts may be used only for the purpose for which they were issued. Any use for private purposes is prohibited. Employees are responsible for the security of their password and for all use of their access account. Accounts which remain inactive for prolonged periods may be suspended without warning or notice. A written or oral request to reinstate the access code shall be addressed to the SIS Administrator.

10. Abuse or negligence in handling the access account or in the use of the SIS will result in the withdrawal of access privileges, cancellation of the account and appropriate disciplinary measures.

Faculty Portal Policy and Procedure

Deans, chairpersons, Academic advisors and instructors are grant access to students' records through "Faculty Portal".

How to Grant Access to Faculty Portal

SIS administrator creates username and password for all faculty members based on an email sent by the registrar's office.

Use of Faculty Portal

Dean: print offered courses per term, view attendance, print class list/final grades, posted unposted grades related to their college.

Chairperson: print offered courses per term, view attendance, print class list/final grades, posted unposted grades related to their college.

Academic advisors: grant access student records under their direct supervision. (Transcript, student schedule, academic progress).

Instructor: can print their class list, post attendance and enter grades.

Student Portal Policy and Procedure

All enrolled students can create a username and password so that they can:

1) View offered courses per term
2) Register their courses
3) Print grade report, class schedule , statement of fees and unofficial transcript
4) View attendance

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

IT Manual

5. APPROVAL AND REVIEW

Approved by RHU Administrative Board on October 22, 2024