SPIRE for Staff/Advisor Access

Applicant Information & Authorization Form

Use this form to apply for new SPIRE for Staff/Advisor access or to request changes to your current access. SPIRE for Staff/Advisor provides access to student and/or applicant information. Your current job responsibilities determine the type of access you will receive.

Do NOT use this form to request access for:

A. The Human Resources or Financials systems (E*mpac). To request access to E*mpac, contact the Administration & Finance Systems Office (545-2119).

B. SPIRE for Students. Students receive access automatically. No request form is necessary.

C. SPIRE for Instructors. Instructors receive access automatically once Scheduling associates their ID with a class section. No request form is necessary for generic Instructor access. Those who seek Advisor access do need to complete this form.

Instructions for Applicants:

1. Complete Section 1 in ink. Your original signature is required.
2. In consultation with your direct supervisor, complete Section 2.
3. If requesting access to student financials, financial aid, admissions, or housing data, complete Section 3 in consultation with your direct supervisor.
   Important: Access to SPIRE data is tied strictly to your job responsibilities. Describe in detail the access that you need and why.
4. Read and sign Section 4.
5. Your department head must complete Section 5 of this form in ink. An original signature is required.
6. Mail or deliver this form to Access Requests, SPIRE Training & Support, A249 Lederle LGRC Lowrise. Because we are required to have the original signatures, we cannot accept faxed forms.
7. Please allow 2 weeks for processing. The Registrar’s Office will contact you if your request is denied. If your request is approved, you will receive an invitation for the appropriate training. You must complete the training in order to activate your access.

Required fields indicated in bold. Please print clearly

Section 1: Applicant Information

| Full Name (Last, First, Middle Initial): | Date of Request: |
| SPIRE ID (8-digit Campus ID shown on your paystub): | Date of Birth: |
| Work Address: | Work Phone Number: |
| Email Address: | Job Title (state & working titles, if different): |
| Department Name (no abbreviations, please): | Supervisor’s Name: |
| General Description of Job Duties that Require Access to Student or Applicant Data: |

Do you currently have or have you had access to SPIRE as an instructor, advisor, staff employee, or student employee?
θ No    θ Yes    If yes, what is/was your UserID? __________________________
**What is prompting this access request?**

- I’m a new hire to the campus
- I’ve just been hired into a different department
- My job responsibilities within the department are changing
- Other:

  If you are seeking similar access to that of your predecessor or a current coworker, please provide that person’s full name:

**Which SPIRE modules do you seek to access?** Please indicate which SPIRE modules you need to access to do your job. You must provide additional details for these requests in **Section 2** (for Student Academic &/or Biographic Records) and **Section 3** (for all other modules).

<table>
<thead>
<tr>
<th>Student Academic &amp;/or Biographic Records</th>
<th>Student Financials/Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Admissions</td>
<td>Graduated Admissions</td>
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<tr>
<td></td>
<td>Financial Aid</td>
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<td></td>
<td>Housing</td>
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</tbody>
</table>

**Section 2:** Specifics of Access Request for **Student Academic &/or Biographic Records**

To fulfill my job responsibilities, I need to be able (check all that apply):

**Student Bio/Demo**

- _______ to see publicly releasable **student directory information** (name, mailing and permanent address, local and permanent phone, email address, date and place of birth dates of attendance, major, degrees & certificates awarded, honors, athletic affiliation).

- _______ to see **other student biographic/demographic** data (specify).

**Academic Records**

- _______ to see students’ **attendance history**, such as terms enrolled, withdrawals and readmission.

- _______ to see students’ **class schedules**.

- _______ to see students’ **academic records** (e.g., grades, GPA, academic standing, major declaration history, student advisor, registration appointments, placement/entrance test results).

- _______ to see **graduate students’ milestones & committee** data (e.g., tracking graduate students’ progress in detail). If so, for students in which academic programs (specify):

- _______ to perform **Academic Deans’ functions** (e.g., allow credit limit overrides, monitor students’ incompletes, view/update comments, etc). Important: you must work in an Undergraduate Academic Deans’ Office to receive this access. If so, what kind of Comments access (circle):

  - View Comments
  - Update/Enter Comments

- _______ to **assign advisors to students**. If so, for which department(s) (specify): _______ _______

**Student Advising/Enrollment**

- _______ to serve as an **Academic Advisor** to students, necessitating access to academic and contact info.

- _______ to access the Undergraduate **Academic Requirements Report (ARR)**, “What-If” advisement reports, unofficial **transcripts**, or **transfer evaluation reports** for undergrad students. If so, which reports (circle all that apply):

  - Academic Requirements/ARR
  - What-Ifs
  - Unofficial Transcript
  - Transfer Evaluation Report

- _______ to **process enrollment overrides** for one or more departments’ classes (e.g., add/drop students to/from classes, override prerequisites, change students’ waitlist priority, and enter student-specific permissions)? If so, for which exact Subject code(s) (specify, e.g., ECON for Economics):
Student Advising/Enrollment (continued)

_____ to place and/or release service indicators (enrollment/registration holds). If so, for which kinds of service indicators (indicate place/release for all that apply):

- ADVAN (advising needed by major advisor/dept) ...........θ place θ release
- RAC (Registration Approval) .................................................. θ release only
- ADVCA (credit alert)................................................................. θ release only
- ACAD (advising needed by academic dean) ...............θ place θ release
- ACDTN (10-semester approval needed by academic dean) ................ θ release only
- Other reason (please also specify P(place) or R (release):

Academic Department Administration

_____ to access queries for summary information about course enrollments and department undergraduate majors’ student data.

_____ to print batch transcripts for groups of department majors.

_____ to view data related to my role as my department’s Scheduling Representative.

Section 3: Specifics for Access Request for Student Financials/Accounts, Financial Aid, Undergraduate Admissions, Graduate Admissions, and/or Housing module data:

Do your job duties require you to have access to any of the above modules?

θ Yes  θ No  If yes, please describe fully what you need to access and why. Please consult with your immediate supervisor to ensure that your description is accurate and complete.

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Section 4: Applicant Affirmation & Signature:

Affirmation - please read:
By signing this form, I affirm the accuracy of the information provided above, and I certify that I will complete all training requirements for the systems and data to which I am requesting access.

Applicant Signature:  Date Signed:

Section 5: Department Head Authorization (All fields required!):
Photocopied, faxed or stamped signatures are not allowed. In lieu of the department head’s signature, the signature of the person to whom s/he reports will be accepted. Other signatures cannot suffice and cannot be accepted.

Authorization - please read:
By signing this form, I affirm that I have reviewed the applicant information above and the attachments indicated above and find them to be accurate and complete. I am also confirming that access to the systems/data requested is required to meet the applicant’s job responsibilities.

Department Head (or authorized substitute) Signature:  Date Signed:

Print Name:  Email Address:  Phone Number:
Name

Date Request Received by OIT

θ Entered into the Training Records Database

Modules Requested

<table>
<thead>
<tr>
<th>SR</th>
<th>SF</th>
<th>Ugrd AD</th>
<th>Grad AD</th>
<th>Fin Aid</th>
<th>Housing</th>
</tr>
</thead>
</table>

Date Attachments Routed to Steward(s):

SPIRE EmplID:

Assigned User ID:

UserID Assigned by:

Date UserID Assigned:

SR SPIRE Roles Approved, if any: _________________________________________________________________________By:______________

Other Modules' SPIRE Roles Approved, if any: _________________________________________________________________________By:________________

Application Security Approved:

<table>
<thead>
<tr>
<th>Inst &amp; Career</th>
<th>UMAMH</th>
<th>UGRD</th>
<th>GRAD</th>
<th>ND</th>
<th>NC</th>
<th>Acad Orgs</th>
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</thead>
<tbody>
<tr>
<td>θ Program</td>
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<td>θ Service Indicators</td>
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<td>θ Plan</td>
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<td>θ Enrollment Access Group</td>
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<td>Transcript Types</td>
<td>UTOF</td>
<td>AAR</td>
<td>WHIF</td>
<td>URTR</td>
<td>ATUN</td>
<td>3C Security</td>
</tr>
</tbody>
</table>

Application security specifics for other modules:

______________________________

App Security completed & OIT notified by: __________________________

Date Access Approved & App Security added:

Date user classes added/modified: __________________________

By OIT security maintainer:

Comments:

User Notified: θ via phone θ via voicemail θ via email θ in person θ left message with coworker/etc

Date Notified:

SPIRE Access Approval

☐ SPIRE Super Lite
☐ SPIRE Lite
☐ Spire A Academic Records
  ▪ Transcript  Y  N
☐ SPIRE B Enrollments
☐ Graduate Milestones & Committees
☐ Dept Rep Data Entry
☐ SPIRE for Drop-in Advisor
☐ Academic Requirements Report
☐ Academic Dean’s Add-On
☐ SPIRE for Staff Queries
☐ Access not approved

Date: __________________________

R_CC_BAS_superlite_01
R_CC_BAS_lite_01
R_SR_BAS_ACADDEPT_01
R_SR_CMB_ENRLOVR_01
R_SR_BAS_ACADDEPTGR_01
R_SR_ADVISRUPD_01
R_SR_BAS_ADVISR_DROPIN_01
R_SSCAAR1
R_SR_CMB_ACADDEAN_01
R_RQRY008