

TO: New Student Records System (SRS) Users

FROM: Ronald V. Sanders  
University Registrar

RE: **SRS SECURITY REQUEST FORM**

Attached is the SRS Security Request Form. You will need to complete this form if you want to view and/or update any SRS screen.

In order to access SRS, you will also need to obtain an ISC user account. The ISC user account request form may be requested from Josephine Mercer, ISC Security Administrator at 8-5045 and is available online at [www.finance.upenn.edu/comptroller/Forms/reg\\_logon.pdf](http://www.finance.upenn.edu/comptroller/Forms/reg_logon.pdf)

For security reasons, users are not permitted to share account logons – you must have an account logon of your own. Violations of this policy may result in the suspension of your access to SRS. Please note SRS maintains an audit trail of all transactions entered into the SRS screens.

After you have filled out your part of the SRS Security Request form and the ISC user account request, forward the forms to the person (Task Force Representative) in your department and/or school responsible for authorizing SRS/ISC accounts. Check with your supervisor if you have questions about this.

The Task Force Representative will designate the screens to which you should have access and the signed forms should be forwarded to Janet Ansert, Assistant University Registrar. After your SRS security access has been implemented, you can view your security status and the screens you have access to on screen 40 and 41. All screens are inaccessible until you complete the prerequisite SRS training. Contact one of the following persons in the Registrar's Office to arrange training:

|                             |                |        |  |
|-----------------------------|----------------|--------|--|
| Overview & Student Records: | Janet Ansert   | 8-5777 | <a href="mailto:ansertjm@sfs.upenn.edu">ansertjm@sfs.upenn.edu</a> |
| Course Maintenance:         | David Scheller | 8-1562 | <a href="mailto:scheller@sfs.upenn.edu">scheller@sfs.upenn.edu</a> |

Staff responsible for maintaining courses must attend both training sessions.

Security in SRS is based on what you need to know to do your job. If you think you need to view and/or update screens you have not been given access to, talk to your supervisor or Task Force Representative.



Please read the policy on Confidentiality of Student Records carefully and indicate your understanding of the contents by signing in the space provided:

As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will maintain in strictest confidence the data to which I have access. Confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal use of copying or software, any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy. I also have read and understand the policy on Confidentiality of Student Records at <http://www.upenn.edu/osl/confiden.html>.

Requestor signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SRS Access Authorization

Department/Division Supervisor:

\_\_\_\_\_  
Name Title Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Task Force Representative: [Please check correct security level for requestor:  A  B ]

\_\_\_\_\_  
Name Title Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Office of the University Registrar Approval:

\_\_\_\_\_  
Name Title Date \_\_\_\_/\_\_\_\_/\_\_\_\_