

Instructions
Student Information System Access - KSIS Form

Department Name	KSU department name in which the employee works
Employee Name	Full employee name, including middle name or initial
K-State eID	Approved K-State eID; this will be the KSIS User ID
Wildcat ID (WID)	9-digit Wildcat ID, (beginning with an 8) as found on the employee's Wildcat ID card
Position Title	Employee's official position title
Work Phone	Employee's work phone, including area code if off campus
Faculty/Staff/Student	Mark appropriate block to identify employment status
Security Action	New: employee is a new KSIS user Additional Access: employee is making a change to current security access Access Termination: employee is no longer employed or access to KSIS is to be removed
Eff Date	Effective Date of KSIS new or changed access
Employee Signature/Date	Employee must read then sign and date form where indicated

User's Role Access

User Security Copy from eID	If the new user's security will be the same as another current KSIS user, insert the current KSIS user's eID from which to copy
Select User Role(s)	KSIS Roles Definitions The roles provide access to specific components and pages within the application. The role selections will be based on the employee's job responsibilities. Multiple roles may be selected. Central Office Access is reserved for limited use by central student services offices. (Final approval for Roles selected will be obtained electronically by iTAC from one or more central student services offices.) http://www.k-state.edu/KSIShelp/forms/adminform.html
Supervisor Name/Signature	Obtain the employee's supervisor's signature for approval of the requested KSIS system access
Dept Head Name/Signature	Obtain the employee's department head signature for approval of the requested KSIS system access
Dean's Office Name/Signature	Obtain approval of the Dean's Office of the college in which the person is employed. Leave blank if employed in an administrative department.

Student Information System Access – KSIS page 2

Valid Values for the various security elements may be found at:

<http://www.k-state.edu/KSIShelp/forms/adminform.html>

Employee Name	Full employee name, including middle name or initial
Eff Date	Effective Date of KSIS access (as indicated on page 1)
Career	Graduate, Undergraduate, Veterinary Medicine or indicate “ ALL ”
Academic Programs	Either check “ ALL Programs ” to be granted access to all programs for the career indicated or list specific program codes.

Other Secondary Security

Check the “Add” box to add security for the user; if user should no longer have security for a particular function or area, check the “Delete” box. List the short character codes for each appropriate security. If security is to be granted to “ALL” values of a particular security type, indicate **ALL**.

Academic Org	Indicate the academic organization 5-digit code for which the employee has access; for the entire university indicate 00000. This is the same Department code used in FIS and HRIS (last 5 digits). For example, for entire College of Arts & Sciences, enter 20010; do not list each individual department within the college. To grant access to most departments within a college, but not all, list the college department code first, then on a separate line, indicate “No Access” by the department codes that should not be included in the employee’s access.			
Admissions Action Security	WADM	Administrative Withdrawal	ADRV	Admissions Revocation
	ADMT	Admit	WAPP	Applicant Withdrawal
	APPL	Application	COND	Conditional Admit
	DATA	Data Change	DDEF	Defer Decision
			DENY	Deny
	DEIN	Intention to Matriculate	MATR	Matriculation
	PLNC	Plan change	PRGC	Program Change
	RAPP	Readmit Application	RECN	Reconsideration
Program Action	ACTV	Activate	WADM	Administrative Withdrawal
	ADRV	Admission Revocation		
	COMP	Completion of Program	DATA	Data Change
	DEFR	Defer Enrollment	DISC	Discontinuation
	DISM	Dismissal	LOA	Leave of Absence
	MATR	Matriculation	PLNC	Plan Change
	PRGC	Program Change	RADM	Readmit
	REVK	Revoke Degree	RLOA	Return from LOA
	SPND	Suspension	TRAN	Transfer to Other Career

Application Center	DCE	DCE	DL	Distance Learning
	EVC	Evening College	GRAD	Graduate School
	JP	Joint Programs	MAN	Manhattan Campus
	SAL	Salina Campus	VETM	Veterinary Medicine
3C Group	FAAD	Financial Aid/UG Admissions	FASF	FA and SF 3C Group
	FINA	Financial Aid		
	GRD	Graduate Admissions	INTL	International Programs
	UGA	Undergraduate Admissions		
Enrollment Security	(FUTURE USE)			
Service Indicators	Enter a code for each service indicator that the user should be able to access. To restrict the use of a service indicator by reason, enter multiple rows for the service indicator and indicate the different reasons that apply. If you do not list a reason, the user can use that service indicator in all cases. For example, if the user in Hale Library should only be able to update the service indicator for Circulation and not for any of the three other Hale reasons, indicate only Circulation Reason next to the Service Indicator on the form.			
Transcript Type Security	(FUTURE USE)			
Test ID Security	ACT	ACT Official Scores	ACTUN	ACT Unofficial Scores
	AP	Advanced Placement	BA	International Baccalaureate
	CH	Chauncey	CL	College Level Exam Program
	DA	DANTES	EPT	English Proficiency Test
	EX	Excelsior	GED	General Education Diploma
	GEDO	GED Score prior to 2002	GMAT	GMAT Scores
	GMAT UN	GMAT Unofficial Scores	GRE	GRE Scores
	GRE UN	GRE Unofficial Scores	IELTS	Intl English Lang Testing Sys
	MX	Mexico Summer Program	PE	ACT PEP
	SAT	SAT Official Scores	SAT II	SAT II Test Scores
	SAT UN	SAT Unofficial Scores	SE	Special Exam
	SPEAK	SPEAK	TOEFL	TOEFL Scores

The **iTAC Security Action Taken** box is for iTAC use only.

Send both pages of the completed form to **Security Administration, iTAC, 214 Hale Library**.

Contact the Information Technology Assistance Center (iTAC) Help Desk at 532-7722 with any questions.