

**University of Colorado
ISIS and Document Management Access**

Note: Use this for ISIS/Document Management requests only. For all other access including DARS, Legacy SIS and CIW, request forms can be found at: <https://www.cusys.edu/ums/security/CUonly/AMPS/accessrequestforms.php>

Section 1: General User Information and Certification		
Employee (Name (full name including middle initial):		HR EmplID (required):
Email:	Phone Number:	CS EmplID(if available):
Department/Org/Name/Office:	Position/Title:	Student ID: (if you were EVER a student)
Supervisor Name:	Supervisor Email:	ISIS OperID (if available):
Employee Type: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Contractor	New/Modified/Terminate Access: <input type="checkbox"/> New User <input type="checkbox"/> Terminate Access <input type="checkbox"/> New/change Role(s) <input type="checkbox"/> Transfer (Provide To/From info in "Job Duties" section below)	
REQUIRED - Job Duties: (Access cannot be assigned unless this section is completed in detail)*		

*Field will expand to accommodate all typed text.

Section 2: General User Profile Information		
Campus (select all that apply)		Required Training (select to verify completion)
<input type="checkbox"/> UC Denver Main	<input type="checkbox"/> UC Denver Extended Studies	<input type="checkbox"/> FERPA Training Complete (see Addendum A)
<input type="checkbox"/> AMC Main	<input type="checkbox"/> AMC Extended Studies	<input type="checkbox"/> ISIS Introductory Training Complete (see Addendum A)
<input type="checkbox"/> Boulder Main	<input type="checkbox"/> Boulder Continuing Ed	
<input type="checkbox"/> UCCS Main	<input type="checkbox"/> UCCS Extended Studies	

Section 3: System Access Requested	
<input type="checkbox"/> ISIS	<input type="checkbox"/> Cognos
<input type="checkbox"/> PS Query	<input type="checkbox"/> Singularity

Student data originated and stored on University computer equipment, through reports, or through the sharing of data files is University property. I understand that by virtue of my employment at the University of Colorado, Boulder, I may have access to records that contain individually identifiable student data. **I understand it becomes my responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand I do have the responsibility to maintain confidentiality. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with FERPA policies and procedures.** I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person, including another University employee, or the tampering of any data that resides on any data system, does violate university policy and could constitute just cause for disciplinary action, including but not limited to suspension of access privileges, a letter of reprimand, employment termination and/or accountability in a court of law.

I understand that security dictates that I do not allow anyone to know or use my password and should I discover that my password is known (whether used or not), I will immediately change my password. Furthermore, I understand that should I allow another person to use my logon ID and password, all access to these systems granted as a registered user will be immediately terminated.

User Certification: In signing this request, I certify that I have read, understand, and will abide by the UIS Acceptable Use policy, the University Data Security and Confidentiality Requirements, and the Family Educational Rights and Privacy Act (FERPA).

This is a digital form. A physical signature is not necessary. Simply double-click the checkbox next to your name instead of printing and signing the form. Requestors, please fill out Sections 1 through 3 only, then forward this form to your supervisor via email. Supervisors, please approve and forward via email to your Campus Security Authorizer/Coordinator (Security coordinators are listed at the end of the document.) Finally, save all information in the Email to ensure a complete audit trail.

Requestor Name: _____ Supervisor Name: _____

User Certification: By checking this box, I certify that I have read, understand, and will abide by the [University Data Security and Confidentiality Practice Requirements](#).

Supervisor/Sponsor Certification: By checking this box, I certify that the information submitted on this form is accurate and complete, and that the user has been provided with and instructed to read and abide by the [University Data Security and Confidentiality Practice Requirements](#).

ISIS Roles approved by Security Coordinator:(Security Coordinator use ONLY)

Section 4: List of Campus Security Authorizer/Coordinator:

UC Denver:

Admissions- James Morfeld	James.Morfeld@ucdenver.edu
Student Records- Daniel Parks/William Sour	ucdsecurityaccess@ucdenver.edu
Financial Aid- Matt Lemme	Matt.Lemme@ucdenver.edu
Student Financials- Evan Icolari	Evan.Icolari@ucdenver.edu

UC Boulder:

Admissions- Nancy Sonnenfeld	Nancy.sonnenfeld@colorado.edu
Student Records- Office of the Registrar	ISISAccess.Registrar@colorado.edu
Financial Aid- Susan Youtz	Susan.youtz@colorado.edu
Student Financials- John Hanna	Bursar_Access@colorado.edu

UC Springs:

Admissions- Jim Tidwell	jtidwell@uccs.edu
Student Records- Tracy Barber	tbarber@uccs.edu
Financial Aid- Brad Baker	bbaker@uccs.edu
Student Financials- Steve Medlin	smedlin@uccs.edu

FERPA/ISIS Training Information

The FERPA and ISIS courses can be found at [MyCU portal](#)

1. Everyone must complete the **Introduction to ISIS** course (see section 4 below). The course number is #A00140 – it includes information on how to navigate the ISIS systems and basic information. Your completion and score will be recorded.
2. Everyone must complete and PASS the **FERPA-Web based** course. FERPA, of course, is the Family Educational Rights and Privacy Act. The course number is #U00049. Your completion and score will be recorded.
3. You should review, although it is not required the **CU: ISIS Campus Community** course A00141. It will help you to better understand the area of Campus Solutions that includes:
 - a. Student biographical and demographic data.
 - b. Residency
 - c. Positive and negative service indicators (service indicators are what we know as stops).
 - d. Student Groups
 - e. Etc.
4. How do I access the above training? Please see the Help Desk Line if you have questions on any of the information below:
 - a. Log-in to the [MyCU portal](#)
 - b. Use your campus username and password to access the portal.
 - c. Go to the MY.TRAINING tab at the top of the page.
 - d. Go to [“Click here for SkillPort Quick Start Information”](#), or:
 - e. Go to CU Custom Curricula (or, you can use the course numbers from above in the SEARCH-and-LEARN area to navigate to it faster.
 - f. Go to “University of Colorado: CUSTOM COURSES”. Courses are listed as:
 - i. CU:FERPA
 - ii. CU: Introduction to ISIS
 - iii. CU: ISIS Campus Community
 - iv. NOTE: CU: Intro to Self-Service will be coming out soon. This will help you to see what students will see in the MyCUInfo portal.