

**To:** Prospective CSULB Student Administration System Users  
**From:** Thomas Enders, Assistant Vice President, Enrollment Services  
**Date:** February 2004  
**Subject:** Required Forms and Agreements for Student System Access

Access to the Student Administration system is available to staff and faculty to support official university business. Faculty members who are assigned to teach at least one class in the current semester automatically receive limited access to the student system through the portal (My.CSULB.edu). Staff and faculty who need additional access, may request administrative access to the student system by reviewing and completing a few forms. These forms are essential to insure we understand your access needs and to insure that you understand your responsibilities as a user of the system.

### **1. PeopleSoft Student Administration System Security Authorization**

This form documents your request for access as well as the authorizing signatures for the access. Be sure to include your Campus ID number (also known as your EmplID number). You will also need this number to sign up for training. If you do not know your Campus ID number, you can retrieve it from your campus ID card or by contacting your department timekeeper or payroll coordinator. On the form, below "Job Requirements/Need for Access", please provide a brief description of your access needs under each module based on your official University job duties. It is also acceptable to list your 'official job function or duties' under this area such as "Faculty major advisor," "department scheduler," or "issues class permission." We will contact you if we do not understand your access needs.

### **2. Student Administration Confidentiality/Security Agreement**

Given the sensitive and confidential nature of the data in the Human Resource and Student Administration (HRSA) system, it is essential you clearly understand your responsibilities. Please carefully review this agreement. You must sign this agreement and secure the signature of the appropriate witness (Supervisor, Department Chair or HEERA Manager). It is essential that everyone carefully follow these guidelines to insure the confidentiality of our employee and student data.

### **3. CSULB Student Records Procedures**

Students' rights of privacy and access regarding their educational records are articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. Violation of this act compromises students' rights and places the University at risk. This document outlines these requirements and our campus procedures for compliance. Please carefully review this document and follow the campus guidelines. By signing the Student Administration Confidentiality/Security Agreement (#2 above), you affirm that you have read this document and will abide by it.

These documents can also be found at: [http://www.csulb.edu/divisions/af/cms/end\\_user/SA/index.html](http://www.csulb.edu/divisions/af/cms/end_user/SA/index.html)  
Please return items #1 and #2 to the person indicated below as soon as possible, be sure to keep a copy for your records. Send forms to:

**SA Training Administrator  
Brotman Hall Room 123**

For more information about training, click the 'Training' link from the campus CMS website:  
<http://www.csulb.edu/divisions/af/cms/index.html>

Thanks for your timely response and support.