

**Enrollment Services**

To: Prospective CSULB Student Administration System Users
From: Donna Green, Assistant Vice President, Enrollment Services
Date: January 2021
Subject: Required Forms and Agreements for Student Administration (SA) 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 MyCSULB Faculty Center. Staff and faculty who need additional access may request administrative access to the system by reviewing and completing the following two forms. These forms are essential to ensure we understand your access needs and to ensure 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 and 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. Examples of official university job duties include "Faculty Major Advisor," "Department Scheduler" or "issue class permissions." 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 that 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 follows these guidelines to insure the confidentiality of our employee and student data.

3. CSULB Student Records Procedures

Students' right to 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 policy 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.

To access these forms, log in to [Single Sign-On](#) and select the "Forms" chiclet. Then, select "Enrollment Services" to go to the **Enrollment Services - SA Security** forms section. Both forms are completed online using DocuSign.

More information, including documentation and training, is available on the [Faculty & Staff Resources](#) page on the Enrollment Services website.

Thank you for your timely response and support.