

SYSTEM SUPPORT

1.3.8.2 SECURITY

1.3.8.2.8 ADD OPERATOR ACCESS

Objective: To provide new employees with appropriate access to Student Information Systems.

Functional Areas Affected: All areas with SIS+ users.

Comments/Observations: SIS+ supports three types of security - User Screen Security, Data Element Security, and Value Based Security. Documentation is provided for User Screen Security and Data Element Security.

Inputs/Source Documents	Screens	Outputs
SIS WEB	HAT - SIS Security 002, 004, 006, and 012	

Those requesting access are referred to the University of Memphis Registrar's WEB site at www.enrollment.memphis.edu/registrar/sis/sis.htm. The employee completes the form, Request for Access to SIS+ (www.enrollment.memphis.edu/registrar/forms/access.htm), then prints, signs (both applicant and approved security contact), and faxes it to the Registrar's Office @5757.

ADD OPERATOR ACCESS

1. Review the SIS+ Access Request form.
 - Check for user and approved security contact signatures.
 - Verify that the approved security contact signature belongs to someone on the Authorized Signature list [Office of the Registrar--Authorized Signatures](#). If so, process the form. Otherwise, contact the office to get a new form with the proper signature, or an email approving access from an authorized person.
 - Go to VAX, USER DIRECTORY. Search by Name or Universal User ID. The following information is given: user ID, Name, Department, and type of account.
 - If user has ACAD account, send e-mail to consult@memphis.edu and request the user be given ADMIN privileges.
2. Process the request.

- Log onto SIS.
 - Enter PROD SIS query & update system. <Submit>.
 - At **Screen** enter HAT. <Submit>. This will bring you to Operator Selection. Select alpha letter corresponding to SIS Security.
 - At **Function** enter S (Security Menu). <Submit>.
3. Go to **Screen 002** for an available operator number.
- All operators are assigned a four-digit code. Operator numbers are listed in units of fifteen (15).
 - <Enter> to scroll through the list for the next available number. Make note of the number on the SIS+ Access Request form *For Office Use Only* section and fill in the load date and the assigned operator number (OPID).
4. Review the requested template to see if it will meet the user's needs. Needs are based on the user's department, job title, and individual access requirements. May also need to contact the department to clarify any questions.
- Go to **Screen 006** for specific detail on requested template.
 - Type the template number in the **Operator** field. <Submit>. Review the Screen Access to see if it applies to the individual.
 - Record in the *For Office Use Only* section of the request form.
 - *Note: Security templates are grouped by area. All Security templates begin with "9". The second number designates the area of the University:
91 = Registrar 92 = Admissions 93 = Financial Aid
94 = Bursar 95 = Element Security 90 = General Faculty and Staff
5. Go to **Screen 004** to enter operator information. This is where an account is established or changed. Complete the required fields as listed below.

Field Name	Data Requirement
System	N/A
Operator	The next available four-digit sequence number determined on Screen 002.
Distribution ID	N/A
Operator Name	Last name, first name, middle initial (upper/lower case). On the end of the name line, type the three/four alpha character departmental abbreviation (ex. PSYC).
Phone	Enter the seven-digit phone number.
Password	SISPROD
Password Expiration Days	N/A
Date Last Changed	N/A
Authorized Terminals	N/A
Use Screen Access of Oper	If an established template is being used, enter the

	template number. If it is necessary to establish a new template, see Create Template 1.3.8.2.1.4
Use Element Access of Oper	Some templates require an associated data element template. Screen 004 for the template will list the associated data element template. See "Templates Associated With Each Data Element" in the Master Reports notebook for Security.
Element Inquire/Update Codes	N/A
Home School	N/A
Dept	Enter the four-digit alpha abbreviation (ex. PSYC). May refer to PF2 for department identifier. Write the Dept. on the SIS+ Access Request form.
Primary Area	Enter the two-digit abbreviation. May refer to PF2 for area identifier. Write the Area on the SIS+ Access Request form.
ORG Security Class	This will depend on the type of access (template type) the operator is requesting. A = view B = view, no update (not used at University of Memphis) U = unrestricted (for offices that deal with all levels of students such as Bursar's Office, Office of Students With Disabilities, Registrar's Office, FA, etc.) Write the Class on the SIS+ Access Request form.
Authorized Academic Unit	M = Main, L = Law, blank = Both Law School and Main
Authorized Colleges	*see note
Authorized Departments	*see note
Authorized Majors	*see note
Reg Restriction	"1" must be entered for some with update access to Screens 104/1C4.
Note: These fields are left blank unless "A" access has been given on specific screens (Screens 104, 1C4, 1S, or 117). Security is limited by indicating the authorized college, department, or majors. It is not necessary to specify all three levels.	

6. Go to **Screen 012**. This screen activates automatic sign on to SIS.
 - At **Authorized Username** enter the requester's universal ID.
 - At **Initial Transfer Screen** field enter 001 (Financial Aid 301)
 - The **Automatic Sign On** field defaults to N. Enter Y.
 - <Submit>.

7. File paperwork in red filing folder. Periodically, after the request has been completed, a student worker can remove the files from the red filing folder and file them in the permanent location, the A-Z notebooks.
8. Hold a copy of the SIS Account Menu Maintenance Request form, along with the FAX confirmation, in the security file until the form is returned. After it is returned, file in The Batch Request Forms notebook.
9. If the requester is an Enrollment Services employee, the Security Officer completes a work order to have a new account built on the Enrollment Services network.
10. If employee is in the Admissions or Registrar's Office, the Security Officer may need to initiate the Opti-doc access procedure (see System Support, Security, Optidoc32 Access).
11. Complete the SIS Account Menu Maintenance Request form and submit to Administrative Systems.
 - Retrieve the form from MS Word (regadm on 'Enrollment-nt35', Security, Batch Request form).
 - Enter M in the **Request** column and complete the rest of the form with the new user's information as noted on the SIS+ Access form.
 - NOTE: If Focus access is also to be added, type in PROD IAFOCUS in the Main Menu/Sub Menu column.
12. Prepare the form on the system for the next use:
 - Change the Batch request page number in the Header to the next number.
 - Highlight all information last entered on the form, except Type of Request and Main Menu/Sub Menu. Delete. Save.
13. Email the SIS Account Menu Maintenance Request Form to Rick Roeser, Database Systems Programmer II, Information Systems, vroeser@memphis.edu.
14. To view the Main Menu of an administrative user:
 - Enter @msu\$menu:look_at_user at the \$ prompt.
 - Enter the Universal user ID for the user at the **ENTER USER-ID** prompt.
 - When done, enter Q for Quit. (Any other entry sends you back to the same user's main menu. To see another user's menu, you must quit and re-enter the job.)

SIS SECURITY REPORTS may be ordered on-line through the Security Menu System. The following reports may be requested:

- All ZBA110 Reports
- All Major FOCUS Reports
- ZBA110 (full report by operator name)

- ZBZ110 (brief report by operator name)
- ZBA110 (brief report by operator-id number)
- DEPTLIST (list of operators by department)
- SCRTEMPS (list of operators using screen temp)
- ELETEMPS (list of operators using element tem)
- Sis Menu Authorization List
- NOT-ON (list of operators not turned on)
- LST-TEMP (list of all templates)