

Security Request for ISIS

The following instructions are intended to assist you, the user, in receiving access to the appropriate ISIS security to perform your job duties efficiently. In order to access ISIS you must have an active e-mail account through Computing Services. Contact Computing Services at 575-2905 for more information on getting a University of Arkansas e-mail account. After your e-mail account is activated, sign on isis.uark.edu to review your default security roles.

To Request New Security or to Change Security

1. Complete the ISIS Security Request form (please type or print).
 - a. Check either the New or Change checkbox.
 - b. Check one from the Appointed, Hourly/Non-Student, Hourly/Student, Work-Study checkboxes.
 - c. Complete Employee Information
 - d. Approval Signatures (Original signatures for both.)
 - Department Approval
 - Dean/Director Approval
 - e. Indicate if Query access is needed.
 - f. Indicate if you need ISIS WebCT training in Student Records or Student Financials roles.
 - g. Indicate areas for access
 - List your job duties in all areas that apply. Please attach separate page if necessary.

2. Forward the completed ISIS Security Request form to:

Campus Mail: ISIS Security, 146 Hunt Hall - **OR** - Fax: 575-4651

The security request form is then routed through the security approval chain listed below. Each area will notate the security role(s) attached and then sign and date the form.

As security role(s) are added by each functional area, an e-mail notification will be sent to the employee and to the next area on the approval chain.

- a. Student Records
 - b. Undergraduate Admissions
 - c. Graduate Admissions
 - d. Student Financials
 - e. Financial Aid
3. Financial Aid forwards the security request to Computing Services where the security role is assigned to the user ID and the form is marked complete.
 4. Final confirmation is e-mailed to the user and the functional security listserv.

To Request Removal of Security

1. Complete ISIS Security Request
 - a. Check the Remove checkbox
 - b. Complete the Employee Information section
 - c. Complete the Approvals section
2. Send ISIS Security Request to Computing Services, ADSB 220

Security Request for ISIS

ISIS • 146 Hunt Hall • 575-4642 • 575-4651 (Fax)

EMPLOYEE INFORMATION

PLEASE TYPE OR PRINT

Choose One: New Request Change Remove

Choose One: Appointed Hourly/Non-Student Hourly/Student Work Study

Name _____ Title _____ Phone _____

UARK e-mail _____ Department/College _____

BASIS Employee # _____ [6 digits] University ID _____ [9 digits]

APPROVALS

Department _____ Name _____ Signature _____ Phone _____

Dean/Director _____ Name _____ Signature _____ Phone _____

Will you need to Run Queries? Yes No Will you need to Create Queries? Yes No

Please check the areas that you intend to access in order to create and/or run queries:

Admissions Student Records Student Financials Financial Aid

Which career(s) do you need to access? Check all that apply:

Undergraduate Graduate Law Ag-Law Continuing Ed (Non-Credit Studies)

Will you need **ISIS WebCT** training in your Student Records or Student Financials roles? Yes No

Describe your duties in the following areas (add separate page if necessary):

STUDENT RECORDS

Job Description _____

If you need any of the following, please indicate for which College/Department _____

Check all that apply: 1. Create Schedule of Classes 2. Registration override access
3. Remove holds 4. Need view of SSN 5. I teach classes. 6. I advise students.

ADMISSIONS

Job Description _____

STUDENT FINANCIALS

Job Description _____

FINANCIAL AID

Job Description _____

(ISIS Use Only)

Student Records	_____	Date _____	Role _____
Undergraduate Admissions	_____	Date _____	Role _____
Graduate Admissions	_____	Date _____	Role _____
Student Financials	_____	Date _____	Role _____
Financial Aid	_____	Date _____	Role _____
Computing Services	_____	Date _____	Role _____