

# Request for SASS Access Form

## University of South Florida

User Name:	Position:	*NWRDC ID:
User Signature:	Office Phone:	NWRDC Printer ID: R_____
Campus:	College/Dept.:	
Supervisor Signature:	E-mail Address:	

**All new SASS accounts will include access to print and view the audit:**

AO - Degree Audit Report

**The items listed below enable the user to enter Student Program Exceptions in SASS.**

**Please indicate 'R' – Display access or 'U' – Update access:**

SE - Student Program Exception Screen

(Require SE Update access in order to gain update access to exception(s) menu options below)

- CS - Course Substitutions
- CW - Course Waivers
- RA - Requirements Adds
- RR - Requirement Replacements
- RU - Requirement Updates
- RS - Requirement Substitutions
- AC - Advisor Comments

**Users may also request to view the following SASS functions:**

- |   |  |
|---|--|
| <input type="checkbox"/> RQ - Requirement Definition Screen | <input type="checkbox"/> DP - Degree Definition Screen       |
| <input type="checkbox"/> DL - Degree Program List           | <input type="checkbox"/> CR - Repeatable Course Table Screen |
| <input type="checkbox"/> TL - Transfer Equivalency Screen   | <input type="checkbox"/> CE - Course Equivalency Screen      |

**This option allows the user to request Batch audit runs:**

AB - Degree Audit Report – Batch

**\*NWRDC ID is required prior to submission of your Request for SASS Access form. You will receive an email notification from Information Technology containing your NWRDC ID once your NWRDC Request Form has been processed.**

*USF Policy 0-502,A. Appropriate Use of Information Technology Resources assigns responsibility to all students, faculty and staff for using computing resources in a responsible, ethical and lawful manner. Users are responsible for all actions taken using any user ID assigned to them. By applying for a user ID from Information Technologies, I accept responsibility for reading and understanding the contents of USF Policy 0-502.*

**Responsibilities Associated With Access to University Data**

1. Data provided to you to conduct University business may not be used for other purposes, or be passed on by you to any other user.
2. You are responsible for the data to which you have access. This includes your adherence to University, College, Campus and departmental policies regarding access to data, keeping data, diskettes, and printouts in secure locations, periodically changing passwords, and ensuring your workstation is not accessible to others who do not have legitimate access when you are not physically present. **The use of a screensaver password is strongly recommended.**
3. You are responsible for distinguishing between public, directory and confidential information. For guidance see the USF catalog and USF Policy and Procedure 0-106. Confidential information regarding students or staff may not be released in any personally identifiable format without permission of the individual. Individual directory information may be released unless a student has requested otherwise. Always check the privacy flag in student data before releasing directory information. Any public information may be displayed in either individual or aggregated format.
4. For consistency, official counts of students, employees and other items are developed or maintained by the Division of Institutional Research and Planning. Many of these are printed in the University Fact Book. It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents. Having access to University files should not result in your use of alternate counts.

Your signature below indicates that you have read and agree to comply with the above Statement of Responsibility.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax or email completed form to SIS Department, attention R.Lewis (5-9934 or rlewis@usf.edu)**

<b>SASS USE ONLY</b>
Date:
SASS password:
Processed By: