

FRS/SIS Access Request Form

Return form to: Business Services, 220 Sherman Hall

This form is to be used to request access to FRBR. FRBR consists of two parts: FRS (budget screens) and SIS (student information screens). Please indicate which system you will need to access:

I am requesting access to: _____ FRS (budget screens) _____ SIS (BR - student screens)
(Please fill out appropriate section below.)

Name: _____
Please Print

Phone: _____

Department: _____

WIU ID: _____

The Family Educational Rights and Privacy Act of 1974 is a federal law which provides that every educational institution receiving federal funds shall maintain the confidentiality of its student records. Certain items of information about individual students are fundamental to the education process and must be recorded. Western Illinois University is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records or files. See full policy at: <http://www.wiu.edu/policies/arstinf.php>

I realize that my access to student information is granted because of my status as an employee of Western Illinois University. I understand my responsibilities under the law and agree to honor our students' privacy rights.

I also understand that by the virtue of my employment at Western Illinois University, I may have access to non-student records which contain confidential information. I understand that disclosure of such information may result in termination of employment.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

FRS

Will you need online Purchase Orders?
Yes: _____ No: _____

Will you be a fiscal agent or alternate on any accounts?
Yes: _____ No: _____

If yes, list accounts you will need to requisition from:

SIS (BR)

Do you need to place administrative holds? _____ Yes** _____ No

**Approval Required from 3 U H V L G H Q W Vice President \$ V V R F 9 L F H 3 U H V L G H Q W of Respective Area

The individual listed above is being granted permission to place and release administrative holds on student accounts for out-standing University property valued at \$50.00 or more for the area listed. No hold will be placed for property valued less than \$50.00.

3 U H V L G H Q W Vice President \$ V V R F 9 L F H Signature _____ Date _____

Office Use Only:

FRS Screen Template: _____
Div: _____
School: _____
FRS Element Template: _____

User ID: _____
Operator ID: _____

BR Screen Template: _____
List Hold: _____
Hold Value: AAA _____
BR Element Template: _____

BR Approval: _____

MNUP (FRBR/FRBW): _____
Email: _____
Initials/Date: _____