Jenzabar User Access/Data Request Form

Jarvis Christian College

**US Hwy 80
Hawkins, TX
USA
75765
Phone: 903-730-4890
www.jarvis.edu**

I.

Date:

Employee Type: ☐ Faculty ☐ Staff ☐ Administration

Employee Name: _____ **E-mail:** _____

Department: _____ **Office Ext.:** _____

Job title: _____ **Bldg. Location:** _____

II.

JENZABAR SYSTEM ACCESS REQUEST

Action Request: ◯ New ◯ Update ◯ Terminate (term. date_____)

Requested Program: ◯ PFaids ◯ Jenzabar   **Module Requested:** ◯ Admissions ◯ Registration ◯ Business

Justification for Request: ◯ Student Life ◯ Advising (JICS)

[   ]

Please complete **Section V** indicating the level of access needed.

III.

STUDENT/EMPLOYEE DATA REQUEST

Requested Records: ◯ Student Data Information ◯ Employee Info.

Specifics of Data Request (Please provide a brief description of data requested,, and the intented use of data) :

[   ]

IV.

Criteria

Term:_____ Year:_____

☐ Internal Use   ☐ External Use

Do you want all majors? _____Yes _____ No

If no, then specify _____

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IV. (contd.)

Data Items Desired:

- ☐ Name
- ☐ Student ID
- ☐ Class
- ☐ Address and Phone
- ☐ Semester Term GPA

- ☐ Gender
- ☐ Ethnicity
- ☐ Permanent Address & Phone
- ☐ Cumulative GPA
- ☐ Cumulative Hrs.

V.

	Role Name	What's Included	Access Level			Approved / Denied
☐	JICS Advisement Module		☐ User	☐ View	☐ Mgr.	
☐	Admissions Module		☐ User	☐ View	☐ Mgr.	
☐	Registration		☐ User	☐ View	☐ Mgr.	
☐	Business Module		☐ User	☐ View	☐ Mgr.	
☐	PowerFaids		☐ User	☐ View	☐ Mgr.	
☐	Learning Management		☐ User	☐ View	☐ Mgr.	

BY SUBMISSIONS OF THIS REQUEST FOR JENZABAR SYSTEM ACCESS AND/OR STUDENT AND/OR EMPLOYEE DATA, THAT UPON APPROVAL, I UNDERSTAND AND AGREE TO THE FOLLOWING:

By proceeding to view data contained within the College's academic and/or administrative computing systems, I understand that the information contained therein is confidential and will maintained in an appropriate content and disclosed only in a manner that does not violate college policy and or federal laws governing disclosure information.

Personal identifiable information contained within the student records is governed by the Family Education Rights Privacy Act, FERPA of 1974, commonly known as the Buckley Amendment.

Furthermore, I agree that I will: 1. Only access data and/or request information that is to be used solely for the purposes of performing duties related to my job responsibilities. 2. Not disclose any confidential information to an unauthorized individual and/or agency. 3. Maintain proper password security by not allowing another individual to access the College's computing systems by sharing or giving out my User ID and/or password. 4. Update data in a manner that is consistent with a college and information computing systems.

I understand that upon discovery or failure to abide by the above, it may result in disciplinary actions, including termination of access, suspension from work and/or termination of employment.

I authorize the access for applicant applying whose name appears in the applicant signature and date line. I acknowledge that the applicant's Job duties require such access to the departmental Jenzabar Module and/or the requested data listed above

_____
Applicant Signature and Date

_____
Supervisor Signature

_____
Vice President Signature

For Office Use Only: Date Received: _____
    Jenzabar/Admin:_____   Access Granted: _____
    Registration:_____   Access Granted: _____
    JICS Adivising:_____   Access Granted: _____
    LMS:_____   Access Granted: _____