



THE OHIO STATE UNIVERSITY

OSU SIS Access Request Form

Access to this system is contingent upon the successful completion of the Institutional Data Policy course on BuckeyeLearn. For more info go to: [Institutional Data Policy](#)

Please save and submit completed request form to OTDI-access@osu.edu. EX) SIS Access Request Form - John Doe.pdf

I. ACCESS REQUESTED FOR:

Name	Employee ID	Name.#

II. REQUEST TYPE: (Select type of request by checking the appropriate box.)

New Request

Delete Request

Employee ID	Date to be removed

Model Request*

Model User Account After:

Model User Name.#	Model User Employee ID

III. USE REQUIREMENTS: (Note: This section must be filled in to submit this form)

Describe the business need for requested access below:

IV. USER MODULE ACCESS REQUESTED:

Admissions

(Choose one or more templates below as appropriate)

AD_EXT_COMP_REQ

AD_EXT_DP_GRAD

AD_EXT_REGIONAL_CAMP

AD_EXT_SYSTEMS_SFA

AD_EXT_VIEW_GRAD

AD_EXT_VIEW_UNDERGRAD

Academic Organization

(Enter node below)

Node

Academic Institution

(Enter appropriate Career, Program and/or Plan below)

Career	Program	Plan

Campus Community

CC_GENERAL_CONTACT

Student Records

Student Records View/Maintenance Templates (You can choose only 1 from this group)

SR_ADVISOR_1

SR_ADVISOR_2

SR_ADVISOR_3

SR_ADVISOR_4

SR_ADVISOR_5

SR_ADVISOR_6

SR_ADVISOR_7

SR_ADVISOR_8

SR_WORK_STUDY_VIEW

Class Scheduling and Grading Templates (Choose 1)

SR_CLASS_SCHED_MAINT

SR_CLASS_SCHED_VIEW

Event Scheduling Templates

SR_EVENT_APPROVE_COLLEGE

SR_EVENT_REQUEST

Commencement Templates

SR_COMMENCEMENT_COLL

SR_COMMENCEMENT_SPL_EVT

OnCourse requests can be made at:

<https://advising.osu.edu/oncourse-request-access>

Degree Audit Self-Service

(Choose one or more templates below as appropriate)

ADVISOR 1

ADVISOR 2 AGR

ADVISOR 2 AHR

ADVISOR 2 ASC

ADVISOR 2 ATI

ADVISOR 2 BUS

ADVISOR 2 DHY

ADVISOR 2 EHE

ADVISOR 2 ENG

ADVISOR 2 ENR

ADVISOR 2 GRD

ADVISOR 2 HRS

ADVISOR 2 JGS

ADVISOR 2 LAW

ADVISOR 2 MED

ADVISOR 2 NUR

ADVISOR 2 OPT

ADVISOR 2 PBH

ADVISOR 2 PHP

ADVISOR 2 PHR

ADVISOR 2 SWK

OUR_Admin

Financial Aid

(Based on guidance from the Department of Education, access to financial aid data is very limited.)

VIEW STUDENT FINANCIAL AID (FA to provide template)

Student Financials

(Choose one or more templates below as appropriate)

VIEW STUDENT ACCOUNT (SF_STDNT_ACCT_VIEWER) SUBMIT

DEPT COLLECTIONS (SF_DEPT_RCVBLS_SUBMIT)

Student Health Insurance

(Choose only one template below as appropriate)

CC_SHI_STAFF - For SHIP Office Staff Only

CC_SHI_VIEW_INTERNAL - For SHIP Office Staff Only

CC_SHI_VIEW_EXTERNAL - requires SHI View Only Training

DATA SECURITY COMPLIANCE:

By submitting this request form you are acknowledging that said user requires the specified access in accordance with their job functions. This user will be asked to comply with all OSU, federal, state, and local rules and regulations that are applicable to the data and must complete the Institutional Data Policy course as confirmation that they are aware of these responsibilities.

(For more info on completing this training go to: [Institutional Data Policy Training](#))
