



EASI use only:

Instructions:

Do not print this form!

- Staff Member Requesting ROSI Access:** obtains eToken, completes sections 1, 2, and 3; inserts eToken Digital Signature in Section 4, Box 1; emails form to Divisional Access Control Representative
- Divisional Access Control Representative:** collects additional required signatures (if any), inserts eToken Digital Signature in Section 4, Box 3; emails form to EASI Client Representative

Section 1: User Information

Last Name*	First Name*	M.I.
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UTORid*	Personnel No.*	University Phone #
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Division/Unit*

Email Address*	ROSI Printer ID (if known)
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Supervisor's Name*	Supervisor's Phone #
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If you have any existing ROSI ID's from previous positions held at the university, please list them here and indicate if you still need the ID or if it can be deleted:

Notes:

Section 2: Access Profile

Organization Code:

Level Of Instruction:

If your Organization Code and/or Level of Instruction need to vary by ROSI module, please enter this information in the "Notes" section on page 1.

If you request "Both" as the Level of Instruction, this form must be signed by both the undergraduate and graduate Access Control Representatives (boxes 3 & 4 on the signature page, in no particular order)

ROSI Access by Module:

Student Personal & Contact Information:

Admissions:

Registration & Course Enrolment:

Convocation:

Resource Data:

Student Financial Account:

Updates to Financial Arrangements:

OSAP

Other Student Loan

Sponsorship

Award/Scholarship

Special Case

Fee Waiver

Awards and Financial Support:

Divisional Reports:

EASI use only:

PERSON:

ADMISS:

REGIST:

DEGAUD:

GRAD:

RESOURCE:

STUFIN:

7ADJ:

AWARDS:

USERLIB:

Section 3: ROSI User Confidentiality Agreement

Staff Member Requesting Access:

Please read the following and check the box below to indicate your understanding and acceptance of the ROSI User Confidentiality Agreement:

I understand and agree that the information/data I have been authorized to access is considered confidential. Under no circumstances will such information available to me be used, conveyed or discussed by me, unless required in the performance of my duties. Failure to comply with this requirement may result in denial of access and other disciplinary action.

The University's Policy on Access to Student Academic Records defines the responsibilities of various parties with respect to preserving the integrity and confidentiality of the official academic records of students. EASI is responsible for ensuring that its systems and procedures conform to this policy. Units whose local systems store ROSI data in local databases are responsible for ensuring that their systems and procedures conform to this policy.

The Unit's head holds the responsibility for the security, integrity and confidentiality of ROSI data, and for the assignment of access authorizations to the local system. Local systems that display ROSI data together with local data should enable its users to distinguish ROSI data from other data. A note should explain that, in the event of discrepancies, the version in ROSI is the official version. Local databases may need to be changed, to accommodate changes that may be made from time to time to the ROSI data structure.

Although local units will be given as much notice as possible, such changes to the ROSI data structure will be made according to the EASI work schedule.

All local systems are subject to the University's Internal Audit Policy.

Computing Security Requirements:

- Keep your PIN confidential
- You should not leave your workstation/terminal unattended when you are logged on
- Never use someone else's PIN or User ID/eToken/SecurID Card
- Never share your PIN or User ID/eToken/SecurID card with someone else
- You should not write down your PIN
- Do not install or use illegal copies of software on University computers
- Do not make unauthorized copies of any data files or software

I understand and accept the ROSI User Confidentiality Agreement

EASI use only:

Section 4: Digital Signatures

1. Staff Member Requesting Access

(This signature is ALWAYS required)

Name

Phone#

eToken Signature

2. Divisional Management

(This signature is ALWAYS required)

Name

Phone#

eToken Signature

3. Divisional Access Control Representative

(This signature is ALWAYS required)

Name

Phone#

eToken Signature

4. Additional Divisional Access Control Representative

(Required only if requesting UPDATE access to both levels of instruction)

Name

Phone#

eToken Signature

5. Student Accounts Data Steward

(Required only if requesting UPDATE access to Student Finances)

Name

Phone#

eToken Signature

6. UNDERGRADUATE Awards & Financial Aid Data Steward

(Required only if requesting UPDATE access to Undergraduate Awards)

Name

Phone#

eToken Signature

7. GRADUATE Awards & Financial Aid Data Steward

(Required only if requesting UPDATE access to Graduate Awards)

Name

Phone#

eToken Signature

8. EASI Client Representative

Name

eToken Signature