**POLICY:** Access to student data (PeopleSoft/MyNevada)

**STATEMENT:** University employees with a legitimate educational interest may have access to confidential student data as provided for by the Family Educational Rights and Policy Act (FERPA). This includes: faculty, staff, administrators and student employees working in the division of Enrollment Services and other limited campus offices directly involved with student enrollment activity.

**PHILOSOPHY:** University employees with a legitimate educational interest need access to student data that are necessary to enact transactional processes and program decisions in support of student enrollment.

**PROCEDURES:** Individuals requesting access to MyNevada are required to complete and pass FERPA training either online or in person. Then they complete a security application. The applicant must sign the application request as well as the department chair or director. In addition, all applications require the signature of a dean or vice president. Applications are forwarded to the Application Security Coordinator in Information Technology. The Application Security Coordinator forwards the application to the Functional Data Analyst for security in Admissions and Records for review and assignment of a security profile and row level security. The approved application is returned to the Application Security Coordinator for input of roles into MyNevada.

**Profiles**
Update access to MyNevada. A full range of update abilities within MyNevada granted to the offices of Admissions and Records, Cashier’s, Financial Aid and Scholarships, and Graduate School. Limited update access is granted to the Medical School, Office of International Students and Scholars, Intensive English Language Center, Provost’s Office, Advising Center, the English Department and departmental and college advisors.

Staff in Admissions and Records perform a full range of transactional activities including but not limited to the creation of a student record, admission of students, registering students, enrollment override, posting of transfer credit, production of student transcripts, error correction, adjustment to records, grade processing and posting degrees.

Staff in the Cashier’s Office perform a wide range of financial transactions related to student accounts.

Staff in Financial Aid and Scholarships perform a wide range of transactions as related to the awarding and disbursement of financial aid and scholarships.
Staff in the Intensive English Language Center create student records in MyNevada and enroll IELC student in English Language Classes.

Staff in the Office of International Students and Scholars have limited authority to update student addresses and citizenship.

Staff in the Graduate School create student records and admit students to graduate programs.

Staff in the Medical School create student records and admit students to the M.D. Program.

Staff in the English department adjust student placement in various sections or English classes each semester.

Staff in academic departments view student data for the purposes of advising. They remove advising holds (service indicators) and generate advising reports. A limited number of college level advisors enroll students during the advanced registration period. Department assistants schedule classes and along with instructors grant class permissions.

Staff in Residential Life and Housing and Parking departments have limited ability to place registration holds for outstanding fees.

View access is given to university employees and affiliates who have a legitimate educational interest and need to access student data to perform their duties.

Student employees in the above mentioned student services offices are allowed limited MyNevada access under the direct supervision of a regular staff member. In addition, student employees under the direction of the ID Card office are given limited view access for verification of student status upon ID card issuance.

**RESPONSIBILITY: Associate Vice President for Enrollment**

The Associate Vice President for Enrollment Services serves as the Family Educational Rights and Privacy Act Coordinator. Unusual requests and applications submitted are reviewed and approved by the AVP. All other security applications are delegated to the Security Coordinator.

**Security Coordinator – Admissions and Records**

The Security Coordinator evaluates and approves routine requests for MyNevada access and determines the level of appropriate access to be assigned to the requestor. Assigns row level access.
PeopleSoft Application Security Coordinator – IT
The PeopleSoft Application Security Coordinator maintains the security of the system by reviewing the applications, creating and assigning role level security.

Deans, Vice Presidents
Deans and Vice Presidents are responsible for knowing confidentiality laws, policies and guidelines that pertain to their area as well as informing subordinate supervisors of changes that pertain to the responsible use of student information. A dean or vice president must approve and sign the security application.

Directors, Chairs, Deans, Vice Presidents
Directors, Chairs, Deans and Vice Presidents are responsible for knowing confidentiality laws, policies and guidelines that pertain to their area as well as informing subordinate supervisors of changes that pertain to the responsible use of student information. The department director, chair, dean or vice president must approve and sign the security application.

Employees (including all categories: professional, classified, graduate assistant, student worker and volunteer)
Employees are responsible for knowing confidentiality laws, policies and guidelines that pertain to their area. Employees are responsible for any information that a supervisor gives them.

RESOURCES: Contact the Associate Vice President for Enrollment Services if you have any questions or if you would like clarification of this policy.

University of Nevada, Reno Campus Computing Agreement
University of Nevada, Reno General Catalog.
System Computing Services (SCS) Mainframe Policy
Family Educational Rights and Privacy Act (FERPA) of 1974