

Academic Affairs Faculty Information System (FIS) User Account Request Form

The purpose of this form is to grant appropriate access to the FIS while ensuring the security, confidentiality, and appropriate use of all internal and external data which is processed, stored, maintained, or transmitted on Kennesaw State University computer systems and networks. This includes unauthorized modification, destruction, or disclosure, whether intentional or accidental.

Employee Name:

KSU #:

Department:

Net ID:

Position Title:

PLEASE NOTE:

You must sign the [KSU Data and Information Confidentiality Agreement](#) to gain access to data below.

Faculty Information System Access

- I will be viewing faculty records for those assigned to the Professional Teacher Education Unit (PTEU).
- I will be viewing records on faculty approved for teaching graduate courses.
- I will be viewing distance learning training and certification records on faculty.
- I will be providing SACS-COC justification for my faculty as a Dean or Chair.
- I will be viewing all faculty records for my respective area.

Faculty Reporting Access

- I want access to faculty reporting for my college and/or department in the KSU SAS Enterprise Reports Portal.

Special Access

- I am requesting view only access to all faculty records (i.e., no update access).
- I am requesting full update and view access to all faculty records or for my respective area of responsibility (i.e., PTEU, Graduate College, Distance Learning).
- I am requesting faculty reporting as a member of Enterprise Information Management-Institutional Research.

Employee Name

Employee Signature

Date

Dean or Chair Name

Dean or Chair Signature

Date

Academic Affairs Office Use Only:

Please sign and forward to Academic Affairs, Mail Drop #0104