

Staff Access to Colleague Policy

as of 1/15/08

All employees, including student employees, are granted access to Colleague via the web using Cardinal Direct, SVSU's version of Datatel's "Web Advisor" product. In addition, employees may be eligible to have direct access (non-web) to Colleague. Direct access is determined by job needs and subject to supervisor's approval. If access to screens/mnemonics outside the employee's department are requested, the IT Services Computer Operations Manager will need to obtain approval from the screen/mnemonics department owner, if not previously approved via precedent.

Before access to Colleague is permitted (either by direct access or web access via Cardinal Direct), employees must complete FERPA (Family Educational Rights and Privacy Act) requirements. The form is available on the web at, <http://www.svsu.edu/ecs/forms/ecs.html>. The form is submitted by employees to the Employment and Compensation Services Office and by student employees to the Registrar's Office.

To request direct access to Colleague, employees need to complete the User Access Request Form at <http://www.svsu.edu/its/services-support/information/pages/colleague-documentation.html> or have their supervisor e-mail the IT Services Computer Operations Manager with their name and what screens/mnemonics they need access to. Access to social security numbers, birthdates and query builder is limited and requires further explanation as to why the access is required. Access to query builder (to build ad hoc reports) requires signing the Query Access Policy Form located at <http://www.svsu.edu/its/services-support/information/pages/colleague-documentation.html> and submitting it to the IT Services Computer Operations Manager. Access to the EXPORT(upload data to Colleague) function of User Interface(UI) requires signing the EXPORT Access Policy Form located at <http://www.svsu.edu/its/services-support/information/pages/colleague-documentation.html> and submitting it to the IT Services Computer Operations Manager.

After the employee's direct access is ready, they will be contacted by the IT Services Computer Operations Manager with a detailed e-mail on how to proceed.