

Kuali@USC

Quick Reference Guide: KEW Student Information System Access Request

In the USC Kuali system, every transaction (such as a requested addition, change, or deletion) is created and submitted in the form of an electronic document, also referred to as an “eDoc.” One of the modules in the Kuali Enterprise Workflow (KEW) system is the **SIS Access Request** eDoc, which is designed for use in an annual audit of individual users’ access rights for the USC Student Information System (SIS).

This guide provides basic instructions for completing and submitting the KEW **SIS Access Request** eDoc. For brevity, this document does not cover introductory Kuali information, such as general descriptions of the Kuali on-screen interface or explanations of workflow routing. For that information, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed here:

www.usc.edu/kuali/basicsguide

If you need assistance, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC)

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General Information About the SIS Access Annual Audit

A SIS Access Annual Audit will be conducted once a year for all SIS users. In this yearly audit, SIS users are asked to do the following:

1. Review and complete the *Family Educational Rights and Privacy Act of 1974* (FERPA) tutorial, and acknowledge understanding the obligations for proper usage and protection of student records.
2. Review and agree to abide by the Student Information System Code of Responsibility.
3. Review their currently active SIS permissions and either specify that they want to retain the same access rights for the next year, or indicate certain access rights that should be deleted because they are no longer needed.

Items 2 and 3 in the list shown above are accomplished by logging in to the Kualu system and initiating a KEW **SIS Access Request** eDoc. The first item in the list, reviewing the FERPA tutorial, is a separate task that can be performed either before or after initiating and submitting the **SIS Access Request** eDoc (for information, see the following university website: <<http://www.usc.edu/dept/ARR/ferpa/>>).

General Information About the KEW SIS Access Request eDoc

All USC employees and iVIP members who have an active SIS profile will receive an email notification once each year from SIS User Coordination, asking them to log in to the Kualu system and initiate a KEW **SIS Access Request** eDoc in order to perform the SIS Access Annual Audit.

- **Authorized Initiators**
 - Only users who have active SIS profiles are authorized to initiate a **SIS Access Request** eDoc. Attempts by other users to initiate the eDoc will result in the system displaying an error message stating that the user lacks the necessary authorization.
 - When an authorized user initiates a **SIS Access Request** eDoc, the system uses information from his/her SIS profile to populate fields in the eDoc with the user's login name, 10-digit USC NetID number, and currently active SIS permissions.
- **Routing and Approval**
 - The **SIS Access Request** eDoc does not have a pre-defined route path, so the initiator must complete the **Ad Hoc Recipients** tab to route the eDoc to his/her supervisor with an *Approve* action request.
 - Like the user, the supervisor is required to agree to abide by the Student Information System Code of Responsibility. The supervisor must also review the user's currently active SIS permissions and take note of any access rights that the user has specified for deletion. If the supervisor wants additional SIS permissions for the user to be deleted, the supervisor must return the eDoc to the user with instructions to revise the eDoc accordingly.
 - For SIS users whose home department is part of the Marshall School of Business or the Dornsife College of Letters, Arts and Sciences, an additional person is designated to review and approve the KEW **SIS Access Request** eDoc before it can be finalized. After the eDoc has been approved by the user's supervisor, it will automatically be routed to the special approver for the user's home department. Like the supervisor, the special approver has the option of returning the eDoc to the initiator for editing if changes are needed.

- The KEW **SIS Access Request** eDoc cannot be disapproved by its reviewers. It can only be sent back to the initiating user for revisions. Additionally, the eDoc cannot be cancelled by its initiator or by any of the reviewers. The eDoc can only move forward through the approval process until it is finalized.
- Once all required approvals of the KEW **SIS Access Request** eDoc are recorded in the system, a system-generated file will be sent to SIS, containing instructions to delete the active permissions that were identified through the eDoc.


Initiating a KEW SIS Access Request eDoc


1. Type www.usc.edu/kuali in the address field of your browser.
2. When the home page of the Kuali@USC website is displayed, click the **Kuali Login** link. The **USCnet Login** page will be displayed.
3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC). The **Financial Main Menu** page of the Kuali screen will be displayed.

TIP: It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kuali system. When you later use that bookmark, you will be directed first to the "USCnet Login" page and then to the Financial Main Menu page once you have logged in.

4. Near the top of the Kuali screen, select the **Workflow Main Menu** tab.
The **Workflow Main Menu** page will be displayed.
5. Click the **SIS Access Request Document** link in the lower right-hand area on the Workflow Main Menu page.
The screen will change to display the **SIS Access Request** eDoc form. Fields marked with an asterisk (*) are required, and must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for document number (abbreviated as *Doc Nbr*), status, Initiator, and the creation date will be populated by the system.
6. No user input is needed for the fields on the **Document Overview** tab. The *Description* field will be populated automatically with a document title consisting of your user name, 10-digit USC NetID number, and the audit year. (Below the *Description* field, the *Organization Document Number* field is not in use at this time.)
7. The fields on the **SIS User Information** tab will likewise be populated automatically with your name, primary department code, and contact information, all drawn from your SIS user record.
8. No user input or action is needed for the **FERPA Tutorial** tab, which merely displays a reminder message stating that every year, all SIS users are required to review and complete a tutorial about the *Family Educational Rights and Privacy Act of 1974* (FERPA). The tutorial and all related information can be found on the following university website:
<<http://www.usc.edu/dept/ARR/ferpa/>>


NOTE: Do not interrupt your completion of the KEW **SIS Access Request** eDoc to review and complete the FERPA tutorial. Although you must review the tutorial in order to be granted SIS access, it is a separate task that can be completed after you submit the eDoc.

9. Complete the **Code of Responsibility** tab, as follows:
 - a. In the upper portion of this tab, review the text of the Student Information System Code of Responsibility.
 - b. At the bottom of this tab, select the “I Agree” check-box to confirm that you understand the terms of the Code of Responsibility, and that you will comply with it.
When you submit the completed eDoc for approval, another “I Agree” check-box will be added on this tab for your supervisor to select.
10. The **Current Access** tab lists your active SIS permissions. Review your current access rights, and evaluate whether there are any that you will not need for the upcoming year. For any SIS permission that you want removed, select the corresponding check-box in the “To be Deleted” column.
If you want to select the check-boxes of all your current SIS access rights, click the button. You can likewise click the button to clear all selected check-boxes. If you want to keep only a few of your current SIS access rights, you can click the button and then clear the check-boxes of just those permissions that should be retained.
11. If you have not selected any of the check-boxes on the **Current Access** tab because you do not want any of your current access rights to be removed, confirm this by selecting the check-box in the “No Change” section of the **Access to be Deleted** tab.
12. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:
 - a. Click the button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.
 - b. Type your comments in the text box labeled *Note Text*. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)
 - c. To add an attachment, click the button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full path of the file that you have selected will appear in the *Attached File* field, but it is not yet attached.
If you want to change your selection to a different file, click the small button just below the *Attached File* field. When that field is empty again, click the button once more to locate the other file that you want to attach.
 - d. To save the notes you entered and attach the file that you have selected, click the button located to the right of the *Attached File* field.
13. The **SIS Access Request** eDoc does not have a pre-defined route path, so you must complete the **Ad Hoc Recipients** tab to route the eDoc to your immediate supervisor for approval, as follows:
 - a. Select *Approve* from the *Action Requested* drop-down list in the *Person Requests* section.
 - b. In the *Person* field, enter the User ID of your supervisor.
If you need to search for your supervisor’s User ID, click the lookup icon  next to the *Person* field. When the **Person Lookup** page appears, enter search criteria as needed to locate your supervisor’s Kuali user record. When the search results are displayed, click the *Return Value* link for your intended recipient. The **SIS Access Request** eDoc will be displayed again, with the *Person* field populated accordingly.
 - c. Click the button in the *Actions* column. (This is a required step.)

14. When you are ready to submit the eDoc, click the  button.

The Kuali system will validate your eDoc (i.e., check it for errors) and then refresh the page displayed in your browser.

15. When the refreshed page appears, look at the top of the eDoc form in order to view any system-generated messages pertaining to your eDoc submission. A status message will state “Document successfully submitted” if there were no errors found in your eDoc.

If the status message indicates there are errors in your eDoc, take note of the described problem and make the necessary changes or additions to the information you entered. After correcting your eDoc, click the  button again, and then check the resulting status message to see if any further adjustments are needed.

Once you have submitted the completed eDoc for approval, your supervisor will review the list of your current SIS access rights, as well as the ones that you have marked for deletion. If your supervisor (or another approver) feels that additional SIS access rights should be removed, he/she will use the “return to initiator” function to send the eDoc back to you with a note explaining why it was returned. See **Resubmitting an eDoc Returned for Correction** on page 6 for instructions on how to respond if the eDoc is returned to you for changes.

Approval Instructions


As noted in the preceding instructions for initiating a **SIS Access Request** eDoc, the initiator must use ad hoc routing to send the eDoc to his/her immediate supervisor for approval. The supervisor is responsible for reviewing the eDoc and approving the initiator’s choices about which SIS access rights should be retained or deleted. If the supervisor believes that changes are needed, he/she can return the eDoc to the initiator for modifications.

If the initiator’s home department is part of the Marshall School of Business or the Dornsife College of Letters, Arts and Sciences, the eDoc will also be reviewed by an additional approver: After the eDoc has been approved by the user’s supervisor, it will automatically be routed to the person designated to act as a special approver for the user’s school. Like the initiator’s supervisor, the special approver is responsible for reviewing the initiator’s choices about which SIS permissions should be retained or deleted, and can return the eDoc to the initiator if changes are needed.

When the **SIS Access Request** eDoc is opened for review by an approver, it will differ as follows from the way that it appeared for the initiator:


- The **Code of Responsibility** tab will include an additional “I Agree” check-box that was not present while the eDoc was being completed by the initiator. The initiator’s supervisor is required to select the “I Agree” check-box to affirm that he/she has reviewed and will comply with the Student Information System Code of Responsibility. (This requirement applies only to the initiator’s supervisor, and not to special approvers for departments within the Dornsife and Marshall schools.)
- The **Current Access** tab will list all of the initiator’s active SIS permissions, but instead of check-boxes, each of the listed permissions will be accompanied by the words *No* or *Yes* to indicate the ones that the initiator selected for deletion.
- The **Access to be Deleted** tab will list all of the SIS permissions that the initiator marked for deletion.

The approver should review the initiator’s currently active SIS permissions and take note of those that the initiator has marked for deletion, if any. If the approver disagrees with the initiator’s choices, or feels

that the initiator has chosen to retain access rights that should actually be deleted, the approver should click the  button and send the eDoc back with a request for the eDoc to be modified. The approver will need to enter comments explaining why the eDoc is being returned to the initiator for changes.


Resubmitting an eDoc Returned for Correction

When an approver returns a **SIS Access Request eDoc** to its initiator for changes, the initiator should proceed as follows:


1. Open the eDoc and scroll down to the **Notes and Attachments** tab to read the approver's reason for returning the eDoc.
2. Edit the eDoc to make the changes requested by the approver.
3. Complete the **Ad Hoc Recipients** tab so that the eDoc will be routed with an *Approve* request back to the approver who returned it for changes.
4. Click the  button to re-submit the modified eDoc for approval.

Checking the Status of a Submitted eDoc


Use this procedure to learn the current status of a KEW **SIS Access Request** eDoc after you have submitted it for approval.

1. Log in to the Kuali system, as described in *Initiating a KEW SIS Access Request eDoc* on page 3.
2. Near the top of the Kuali screen, click the  button.
The **Document Lookup** page will be displayed.
3. Type your user name in the *Initiator* field.

TIP: If you are unsure of your user name, note that it is displayed as "Logged in User:" in the upper right-hand area of the screen.

4. Use the date selector tools adjacent to the *Date Created From/To* fields to specify the date range during which you submitted the eDoc in question.
5. Click the  button.
The search results, consisting of all the eDocs that you submitted during the specified time period, will be displayed in a table at the bottom of the screen.
6. In the search results table, identify the eDoc whose status you want to check, and click the document icon at the rightmost end of the same row, in the column labeled *Route Log*.
The screen will change to display status information for the eDoc in question, so that you can see where it is in the approval process.

Logging Out of Kuali

There is no "Log Out" link or button in the Kuali system. To exit Kuali, you must close all open windows of your browser using the standard window **Close**  button. (On an Apple computer running the OS X operating system, you must also quit the browser.)