

CALS ISIS Extended Access Policy
August 21, 2002
Revised: November 28, 2007
Reviewed: November 29, 2010



Due to the sensitive and protected data available through ISIS and the ability to access ISIS remotely using the web, CALS will be closely reviewing all requests for extended access to the ISIS system. The goal is to continue to provide CALS employees with the authorizations & access they need to serve students and accomplish their jobs efficiently, but at the same time be mindful of security issues.

Therefore, all ISIS extended access requests need to be accompanied by some basic information and a justification for the request. The justification should be prepared by the requestor's supervisor or departmental administrator and attached to the ISIS Extended Access form when sent to the Dean/Director/Designee for signature.

The written justification should include the following information:

- ❖ Would you consider extended access to ISIS data a *necessity* in the job function of the requestor or *advantageous* (but not necessary) to the job function? Why?
- ❖ If the requestor's appointment type is currently "classified" (versus "academic staff or faculty"), does the department authorize this employee to work non-standard work hours and/or work remotely? Has the department considered any labor contract issues that might apply to an employee working extended hours?

All written justifications will be reviewed by Undergraduate Programs & Services and CALS Administrative Computing. Request forms will be processed as quickly as possible and an email response will be sent to the department administrator.

This policy will be reviewed and amended as appropriate.