



TEXAS A&M UNIVERSITY-TEXARKANA
Department of Information Technology

SECURITY ACCESS REQUEST PROCEDURES

PROCEDURES FOR CENTRALIZED DATABASES: FAMIS, SIS, USAS

1. Discuss with your supervisor your need for access to the centralized databases at Texas A&M University-Texarkana.
2. Obtain the required forms (FAMIS or SIS Security Request Form) and documentation. (See section C under General Information – Centralized Databases.) Forms may be obtained from your supervisor, from the department of Information Technology (IT) or online at <https://www.tamut.edu/About/Administration/Information-Technology/Forms.html>
3. Read the General Information sections below. Be certain that you understand all of the items. If you have questions, contact your supervisor or IT for clarification.
4. Submit your completed forms with all required information and signatures to the IT dept.
5. Pay particular attention to the specific documentation and signatures required. Documentation varies with the system to which you desire access. If you have questions, contact your supervisor or the IT dept.
6. Some systems require documentation of training prior to obtaining full access to data. (See section C under General Information – Centralized Databases.) IT will consult with your supervisor and the owner(s) of the data to determine access during training. To be granted training access, you must have a completed Security Request Form on file with IT. Full access to the database will be granted upon completion of the required training and submission of complete documentation.
7. Upon receipt of your completed request, signed by your supervisor, IT will forward your form to the appropriate data owner for approval.
8. Upon receipt of the approved request, the security coordinator for the specific system will assign an appropriate login ID and initial password. If you have access to multiple systems you will normally have more than one login ID. This is determined by specific system requirements.
9. The security coordinator will provide you with your ID and password in person and will assist you with your initial login to the system.
10. All systems require you to change your password upon first login. Think carefully when choosing a password. While it is necessary that it be easily remembered, it is also necessary that others cannot easily guess it. The security coordinator can assist you. For password guidelines, contact InformationTechnology@tamut.edu
11. Submit your request with as much lead time as possible. It takes time for processing. Acquisition and installation of specific hardware or software on your computer may be necessary.

General Information – Centralized Databases:

- A. Access to centralized databases at Texas A&M University-Texarkana is restricted to those employees whose job responsibilities require specific access to accomplish the objectives of their job description or as required by State of Texas and/or federal regulations.
- B. Requests for data access must be accompanied by appropriate user information, documentation and supervisor approval.
- C. Requests for data access must be accompanied by appropriate supporting information:
 - i. SIS: Acceptance of Responsibility
 - ii. FAMIS: Statement of Responsibility/ Official Training Verification
 - iii. USAS: Confidential Tax Information Agreement
 - iv. New Employee: Documentation of employment from Human Resources/EEO
 - v. Terminating Employee: Documentation of termination from Human Resources/EEO

D. Requests for data access will be routed to the appropriate office for approval by the data owner. Supervisors will be informed immediately if further supporting documentation is necessary. Data owners at TAMUT are

- i. SIS Admissions and Records - Registrar or Associate Registrar
- ii. SIS Financial Aid - Director of Financial Aid
- iii. SIS Billing and Receivables - Business Manager or Bursar
- iv. FAMIS/USAS - Vice President for Finance and Administration (VPFA)

E. User access will be reviewed annually prior to September 1 by the user's supervisor and the data owner to determine the need for continuation and/or revision of access during the next fiscal year. A current FERPA, USAS, and/or FAMIS form or approved electronic equivalent must be signed and submitted to the Tech/DE office each year to maintain access to these systems.

General Information – Email and Computer Accounts:

A. Computer accounts at Texas A&M University-Texarkana are available to all full-time personnel for conducting university business. Access to some data is restricted by state and federal regulations and by university rules and System policy. Authorization required for access is indicated on applicable request forms.

B. Computer accounts for part-time and non-TAMU-T personnel must be accompanied by a statement of authorization for access signed by your supervisor located on the Email and Computer Account Request form.

C. University resources are to be utilized for those activities related to the goals and mission of the agency. Unauthorized use of TAMU-T computers or unauthorized access to stored data or dissemination of passwords or other confidential information to gain access to a computer system or data is in violation of criminal law (Computer Crimes, Section 33.02, Texas Penal Code).

D. Data stored on university-maintained equipment is subject to access by the custodian unit (IT) for the purposes of disaster recovery, risk management, compliance with state and federal regulations as applicable, and required reporting. Data is routinely copied to backup files for security purposes. This includes all centralized data bases, electronic mail, and web pages. Individual unit data bases and other data may be copied to backup files as requested.

Please address questions concerning security access to InformationTechnology@tamut.edu

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.