



A. USER ACCOUNT INFORMATION

First Name:		Last Name:	
Phone:		Email:	

B. REPORTING SYSTEM & USER ROLE SELECTION

System	Role
<input type="checkbox"/> Academic Program Pre-proposal Recognition System (APPRiSe)	<input type="radio"/> Submitter
<input type="checkbox"/> Academic Program Review	<input type="radio"/> Viewer <input type="radio"/> Submitter
<input type="checkbox"/> Accreditation Review System	<input type="radio"/> Submitter
<input type="checkbox"/> Application Portal Manager	<input type="radio"/> Submitter
<input type="checkbox"/> CAVP Academic Coordinating Group	<input type="radio"/> Viewer <input type="radio"/> Submitter
<input type="checkbox"/> Chief Audit Executives Reports System (CAERS)	<input type="radio"/> Viewer <input type="radio"/> Uploader <input type="radio"/> Submitter
<input type="checkbox"/> Data Request System (DRS)	<input type="radio"/> Viewer <input type="radio"/> Uploader <input type="radio"/> Submitter
<input type="checkbox"/> Educational Plant Survey	<input type="radio"/> Viewer <input type="radio"/> Submitter
<input type="checkbox"/> Educational Sites Inventory	<input type="radio"/> Viewer
<input type="checkbox"/> Non Profit Document Submittal System (NPDSS)	<input type="radio"/> Viewer <input type="radio"/> Submitter
<input type="checkbox"/> Online Program/Major Inventory System	<input type="radio"/> Viewer <input type="radio"/> Uploader <input type="radio"/> Submitter
<input type="checkbox"/> Secured File Transfer Application	<input type="radio"/> Submitter
<input type="checkbox"/> Space Data Management System (SDMS)	<input type="radio"/> Viewer <input type="radio"/> Validator <input type="radio"/> Uploader <input type="radio"/> Submitter
<input type="checkbox"/> State University Database System (SUDS)	<input type="radio"/> Validator <input type="radio"/> Uploader <input type="radio"/> Submitter
<input type="checkbox"/> Workiva Wdesk	<input type="radio"/> Uploader <input type="radio"/> Submitter

- Visit the Office of Data Administration & State Reporting [website](#) for additional information on BOG Reporting Systems.

Role	Description
Viewer	This role allows users to view reports. This role does <u>not</u> allow users to enter comments, upload files, or submit data to the Board of Governors.
Validator	This role allows users to view reports and enter comments. This role does <u>not</u> allow users to upload files, or submit data to the Board of Governors.
Uploader	This role allows users to view reports, enter comments, and upload files. This role does <u>not</u> allow users to submit data to the Board of Governors.
Submitter	This role allows users to view reports, enter comments, upload files, and submit data to the Board of Governors.



C. SUDS SUBMISSION SELECTION

Select data submissions from the State University Database System (SUDS).

Table with 2 columns and 8 rows of checkboxes for SUDS submission categories: Admissions (ADM), Expenditure & Analysis (EA), Hours to Degree (HTD), Instructional & Research Data (IRD), Operating Budget (OB), Retention (RET), Salary Category Detail (SCD), Student Financial Aid (SFA), Student Instruction File (SIF), Student Instruction File Degrees Awarded (SIFD), Student Instructional File Preliminary (SIFP), Teacher Education Information (TEI), University Employee/OPS (EMPL).

- Users are granted access to both SUDS Production and Beta environments unless stated otherwise. SUDS Beta Only

D. USER CERTIFICATION

Responsibilities Associated with Access to University Data

- Data to which you have access in the conduct of legitimate University business cannot be used for any other purposes, nor may it be passed on by you to any other person, in any form, for any purpose other than legitimate University business.
- You are responsible for the security of the data to which you have access. This includes your adherence to University, College, Campus and departmental policies regarding access to data, keeping data and printouts in secure locations, periodically changing passwords, and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present.
- You are responsible for distinguishing between public, directory and confidential information. For guidance, see the USF catalog and USF Policy 0-106. Confidential information regarding students or staff cannot be released in any personally identifiable format without permission of the individual. Individual directory information may be released unless a student has requested to keep their information confidential. Any public information may be displayed in either individual or aggregated format.
- For consistency, official counts of students, employees and other items are developed or maintained by the Office of Decision Support (ODS). It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents.

Signature below indicates you agree to comply with the above statement of responsibility.

Form with four fields: Printed Name, Title / Department, Signature, and Date.



E. SUPERVISOR CERTIFICATION

Signature below indicates that the user stated above has legitimate business need for access to the selected Florida Board of Governors reporting systems(s).

For reporting systems containing student information: The employee has successfully completed the FERPA Quiz and all other information is true and correct.

Printed Name:	Title / Department:
Signature:	Date:

Please provide a brief justification for the access requested:

F. SUB-CERTIFIER / PRIMARY EXECUTIVE REVIEWER APPROVAL

Signature below indicates that the submission data resides within my area of responsibility. The user stated above has legitimate business need and is approved for access to the selected Florida Board of Governors reporting systems(s).

Printed Name:	Title / Department:
Signature:	Date:

- Data Stewards are approved by Sub-Certifiers; Sub-Certifiers are approved by Executive Reviewers.
- Email completed form to the Office of Data Administration & State Reporting at Data-Admin@usf.edu.