

University of Maryland Baltimore
Center for Information Technology Services (CITS)
SIMS User Request Form – UMB Employee and Affiliates

Instructions for Submission

FAQ's about this form:

What is the purpose of the SIMS User Request Form?

The SIMS User Request form serves to identify, authorize, and establish a User ID and appropriate data access level for each person who requests access to SIMS. The form is also used to delete a SIMS user or change a user's User Security Profile.

Who completes the form?

The School/Dept. Authorizing Administrator or designee, on behalf of the requesting user, completes the form as described below in *Completing the SIMS User Request Form*.

Where do I send the completed form?

The completed form is sent to one of the following:

Email: SIMSAdmin@umaryland.edu

FAX: 410-706-1500

Campus mail:

SIMS Application Managers

601 W. Lombard St.

Rooms 430 E or F

What happens then?

The SIMS Project Manager will see that the appropriate action is taken to establish the requestor as a SIMS user. Once the new user has been created, the CITS Operations Department will forward the SIMS Password Setting Guidelines document to the requesting user via email. A valid University email address is required.

Instructions for Completing the SIMS User Request Form:

1. Check whether the form is *Adding*, *Changing* or *Deleting* a SIMS User. A separate form is required for each action.
2. Complete the *User Information* section. Please PRINT clearly.
3. Enter the name of the school/dept's Technical Support Contact. This is usually the LAN Administrator or Desktop Support Person. This information is requested in case CITS needs assistance in establishing the user's physical connection to the SIMS.
4. Complete the *Menu of SIMS Responsibilities*. The information in this section lists the user's SIMS responsibilities by module, along with his/her associated access options. The *School/Dept Authorizing Administrator* **MUST** sign the form. This signature is required to meet audit regulations and to ensure the proper access to data for the user. The signature also certifies that the requesting individual will be trained in the proper use of SIMS.

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Please Check One: Add New SIMS User Delete Existing SIMS User
 Change User Security Profile for Existing SIMS User

User Information: (Please print)

User Name (Last, First, MI)	Date	School/Dept
E-Mail Address:		Phone:

School/Departmental Unit Technical Support Contact: (Please print)

Technical Contact Name (Last, First, MI)	Date	School/Dept
E-Mail Address:		Phone:

SIMS Responsibilities:

<p>Complete the Menu of SIMS Responsibilities form on following pages</p>
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SIMS User Access Area Owner use ONLY:

I authorize the above user to access SIMS data as indicated in the Menu of SIMS Responsibilities section of this form. I certify this user has been trained in the proper use of the SIMS. I also agree to the Employing Unit's responsibility as described in the SIMS Access Agreement.	Authorizing Administrator: E-Mail Address:	Date: Phone:
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New SIMS Users: Read, sign, enter your UMB Employee Number and date the ***SIMS Access Agreement***, on page 3, before your account will be established.

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SIMS Access Agreement – UMB Employee and Affiliates

1. Definitions of terms in this Agreement:

- "CITS" – The UMB Center for Information Technology Services.
- "Employing Unit" - The UMB unit in a school or administrative department for which User performs job functions requiring access to the *SIMS* system.
- "*SIMS* System" - Student Information Management System (*SIMS*) is an enterprise-wide application for student record keeping and reporting at UMB. The system collects and processes student data from time of initial contact between the prospective applicant and the school, through graduation.
- "UMB" – University of Maryland Baltimore.
- "User" – The undersigned UMB employee, who is being given access to the *SIMS* System.

2. The User, who works for UMB in the Employing Unit, has been assigned by the Employing Unit to carry out job functions of benefit to UMB which require that User have access to the *SIMS* System. UMB grants User access to the *SIMS* System for the limited purpose of carrying out User's employment responsibilities related to the UMB employees of the Employing Unit.

3. User and the Employing Unit agree that User will be required to attend and successfully complete all training required by UMB as a condition of initial and continued use of, and access to, the *SIMS* System.

4. User agrees to hold in confidence any passwords or access codes issued to User, or created by User, for access to the *SIMS* System.

5. User agrees to access and use personal information about UMB students in the *SIMS* System only for legitimate job-related purposes, and agrees not to disclose personal information from the *SIMS* System to any person who is not: (a) the subject of the personal information; (b) a member of the staff of CITS, (c) a UMB attorney, (d) the User's supervisor, or (e) authorized auditors.

6. User agrees to report promptly to User's supervisor and to CITS any request for personal information from the *SIMS* System made by any person not listed in 5 above. User will not respond to such requests and will promptly refer them to the CITS for response or other appropriate action. This requirement applies to both informal and formal requests, including requests under the Maryland Public Information laws.

7. User acknowledges that the information contained in UMB records, including but not limited to student, personnel, payroll, and financial information, is confidential by law and/or UMB policy. User acknowledges that *SIMS* training has included education about the provisions of the Annotated Code of Maryland, Criminal Law Article, sections 7-302 and 8-606, relating to illegal access to, and the unauthorized manipulation of data using, computer resources; State laws concerning privacy of personal information (State Government Article, Annotated Code of Maryland, sections 10-616 and 10-617); federal laws establishing privacy rights of students (Federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment; FTC Safeguard Rules and the Gramm-Leach-Bliley Act of 1999). User is aware that violation of applicable privacy laws and laws concerning use of computer resources may result in fines or imprisonment, as well as disciplinary action up to and including termination of employment.

8. User agrees not to use UMB computing resources or UMB data in the *SIMS* system for personal profit of User or any other person.

9. User and the Employing Unit agree that CITS may monitor User's activities involving the *SIMS* System for compliance with UMB policy and legal requirements. If such monitoring reveals possible failure to follow UMB policy, or criminal activity, CITS may provide relevant information to User's Employing Unit, appropriate UMB officials, and/or law enforcement officials.

10. User and the Employing Unit agree to provide to UMB or UMB auditors, upon UMB's request, any information in their possession or available to them related to User's access to and use of the *SIMS* System.

11. Employing Unit will discipline and/or discharge User for violation of this Agreement or the policies established by UMB concerning access to and use of the *SIMS* System. Employing Unit agrees to report promptly to CITS any violations of this Agreement or UMB policies concerning access to and use of the *SIMS* System. User and the Employing Unit agree that User's continued employment by UMB may be subject to compliance with this Agreement and *SIMS* policies.

User Signature

Employee Number

Date

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Menu of SIMS Responsibilities

For each SIMS module, Security profiles options have been created based upon the user’s area of SIMS responsibility. These options establish the type of access a user will have to SIMS data and processes.

Using the form below, check the Yes or No column to indicate what security profile(s) are to be assigned to this SIMS user.

User Name: _____ **User School/Department:** _____

Catalog	Desired Access	CITS Use Only
Do you enter, change, or delete your school’s catalog data?		ST_CATL_MAINT
Will you run SIMS Catalog reports using Banner Job Submission?		ST_CATL_RPTS
Do you ONLY want to Query your school’s Catalog data?		ST_CATL_QUERY
Schedule		
Do you enter, change or delete your school’s semester Schedule records?		ST_SCHD_MAINT
Will you run SIMS supplied Schedule reports using Banner Job Submission?		ST_SCHD_RPTS
Do you ONLY want to Query your school’s Schedule records?		ST_SCHD_QUERY
General Person		
Do you enter, change or delete your school’s General Person records?		ST_PER_MAINT
Will you run SIMS General Person reports using Banner Job Submission?		ST_PER_RPTS
Do you ONLY want to Query your school’s General Person records?		ST_PER_QUERY
Will you be Matching Students in the SPAIDEN form using Common Matching?		ST_MATCH
Do you need the ability to see SSN? If yes, please explain ...		FGAC
Admissions		
Do you add, change or delete Admissions records for your school?		ST_ADM_MAINT
Will you be entering Admission decisions for your school?		ST_ADM_DECN
Will you enter, change or maintain student course transfer credit information?		ST_TRANS_MAINT
Do you ONLY want to Query your students transfer credit information?		ST_TRANS_QUERY
Will you run SIMS Admissions reports using Banner Job Submission?		ST_ADM_RPTS
Do you ONLY want to Query your school’s Admissions records?		ST_ADM_QUERY
Will you require maintenance access to student web admissions records?		ST_WEB_ADM

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Menu of Sims Responsibilities (continued)

General Student	Desired Access	CITS Use Only
Do you enter, change or delete General Student records for your school?		ST_STU_MAINT
Will you run SIMS General Student reports using Banner Job Submission?		ST_STU_RPTS
Do you ONLY want to Query your school's General Student records?		ST_STU_QUERY
Do you enter, change or maintain Advisors for students?		ST_ADV_MAINT
Registration/Academic History		
Will you enter, change or maintain student registration?		ST_REG_MAINT
Will you run SIMS Registration reports using Job Submission?		ST_REG_RPTS
Will you be entering grades for your school's student?		ST_GRADES *
Will you be running reports showing grades for your school, via Banner Job Submission?		ST_GRD_RPTS
Do you ONLY want to Query your student's registration records?		ST_REG_QUERY
Do you want to Query your student's Academic History records?		ST_ACAD_HIST
Do you want to Query your student's Degree information?		ST_DEG_QUERY
Will you require maintenance access to student web registration records?		ST_WEB_REG
Will you be doing ONLY web registration PIN maintenance?		ST_PIN_MAINT
Global Form Classes		
Global Class	X	ST_EVERYONE
Will you be generating Letters from Banner? (additional training required)		ST_LETTER
Reporting Views for Crystal or Access Users		
Will you need access to any of the following views to run Ad-hoc reports?		
Please Note: Firewall Access is required to run reports. Submit requests to: http://cf.umaryland.edu/sims_forms/odbc_setup.cfm		
Catalog and Schedule Report View		ST_CATSCHD_VW
Admissions Report View		ST_ADM_VIEW
General Student, Registration and Academic History Report View		ST_ENROLL_VW
General Information Report View (ex. address, emergency contact, email)		ST_GENINFO_VW
Student Registration Frozen Data View		ST_FREEZE_VW
Accounts Receivable Report View		AR_REPORT_VW
Special Access Classes are Required		CITS Use Only

* CITS add user to Grader file SZAGRDS

