

1. COMPLETE FERPA TRAINING

- a. Before anyone in the university is granted access to student information systems FERPA training is required. The online FERPA tutorial takes no longer than 30 minutes to complete.
- b. Go to the following link and click on “online tutorial” under the FERPA Tutorial heading:
<http://z.umn.edu/ferpatutorial>
<https://asr.umn.edu/training-and-support/ferpa-resources>
["FERPA: What faculty and staff need to know" handout](#)

Online access request can be completed on your behalf by someone in your department

2. COMPLETE ONLINE ACCESS REQUEST FORM (ARF)

Complete OIT’s Access Request Form via the following website:

<https://it.umn.edu/self-help-guide/enterprise-access-requests>

Step 1: Select and click on + “Student Systems and Data” from “2 -Find and Submit Your Form”

Instructions and Forms

Step 1 - Determine the Correct Forms

+ Do you know which Access Request Form to use?

Step 2 - Find and Submit Your Form

⇒ + Student Systems and Data

Step 2: Select and click on “Academic Progress Auditing System (APAS)” under “Other Student Applications”

Step 2 - Find and Submit Your Form

Student Systems and Data

Access Request Forms

Student PeopleSoft ARFs

- [Student PeopleSoft Roles ARF \(for most users\)](#)
- [Student PeopleSoft Profiles ARF](#)

Other Student Applications

- [APLUS ARF](#)
- [APAS ARF](#)
- [Collaborative Class Scheduling \(CCS\) ARF](#)
- [Coursedog ARF](#)
- [DeptID for STAR ARF](#)

Then, you will be directed to the Request Access to APAS form

Step 3: Complete the APAS ARF (Access Request Form)



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

Shuji Asai

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APAS ARF

APAS Access Roles

- Most faculty and staff users will request **APAS view** access.
- If this person needs to process exceptions, request **APAS View & Exceptions** access. This role requires online training before the access is requested.
- All other roles are for campus-wide or system-wide staff (usually in the Registrar or Admissions office) and require on-the-job training.

Note: When requesting access for a student worker, select the role that best matches their access needs. While there is not a separate access request for student workers, they will be placed in a student-specific version of the role upon fulfillment of the request.

 Request Service

 Share

 Add to Favorites

Details

[Click Request Service](#)

APAS ARF

[+ Show Help](#) [- Hide Help](#)

Use the APAS ARF to request roles in APAS.

Who needs this access?

Name of the person who needs access * [?](#) [👤](#)

Enter the name of the person who needs access.

Shuji Asai

Your name should be already prepopulated

✕

🔍

✕

Contact/Call-back phone number of the person who needs access [?](#)

Enter the phone number of the person who needs access.

Enter your campus phone number

Employee Group of the person who needs access * [?](#)

Select the employee group of the person who needs access. If this person does not seem to fit in the employee groups listed, contact the Office of Human Resources at 612-624-8647 for assistance in choosing the correct group.

Start typing...

↩

Department of the person who needs access * [?](#)

—

Use the dropdown menu

Employee Group of the person who needs access * [?](#)

Select the employee group of the person who needs access. If this person does not seem to fit in the employee groups listed, contact the Office of Human Resources at 612-624-8647 for assistance in choosing the correct group.

Start typing...

▲

🔍

Contractor

Faculty

Staff

Student Worker

Temporary Staff

Choose your applicable employee status

Department of the person who needs access * [?](#)

Enter the department of the person who needs access. If the person has multiple departments, enter the department where access is needed.

Teacher Education, Office of (11186)

Your department should be prepopulated

✕

🔍

✕

Opt-out of receiving email notifications about this request [?](#)

Check this box if you wish to be left off notifications related to this request. Note: If you are requesting access for yourself, you are required to receive notifications.

☐

I do not wish to receive email notifications about this request. **Leave this box unchecked**

Who supervises this person?

Approving Supervisor's Name * ?

Enter the name of this person's approving supervisor. Enter only one name. If you do not know or are unsure of this person's supervisor, find out who they are before submitting this form. Incorrect or multiple supervisor responses will lead to rejection of this request.

Start typing...

Type your immediate supervisor's name

Please enter at least 2 characters to search

Q

X

Enter the phone number of this person's approving supervisor.

Type your supervisor's campus phone number

APAS Access Roles

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Note: When requesting access for a student worker, select the role that best matches their access needs. While there is not a separate access request for student workers, they will be placed in a student-specific version of the role upon fulfillment of the request.

Full descriptions of each role and required training can be found at z.umn.edu/apas-training. The roles are listed in the **Requesting Access to APAS** section of the page.

Select the APAS role appropriate for this person's campus and job responsibilities below.

What is this person's campus? * ?

Select the campus for which this person will need APAS access.

- ☐ All Campuses
- ☐ Crookston
- ☐ Duluth
- ☐ Morris
- ☐ Rochester
- ☒ Twin Cities

APAS - Twin Cities Roles * ?

Only one APAS Role may be selected.

Start typing...

APAS - Twin Cities Roles is required.

Use the dropdown menu

APAS - Twin Cities Roles * ?

Only one APAS Role may be selected.

Select APAS View

APAS View: most common access level. Access to run and view APAS reports for students

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APAS View and Exceptions: for those who need to make adjustments to a student's APAS

APAS Administrator: for APAS Administrators in the central registrar offices at a campus

Transfer Articulation and Course Data Update: create & modify transfer rules, enter transfer courses

Transfer Articulation System Administrator: for those who work with uAchieve transfer functionality

Transfer Course Data Update: for those who need to enter transfer courses & view APAS reports

Summarize the types of data or information needed as well as the types of work performed (view, enter, verify, approve, etc.).

Copy/paste the following text in why you need the access box:

Please grant APAS access to view student academic information. System access will be used in order to provide academic advising to students and to research student information in order to make informed decisions about student progress.

Why is this access needed?

Describe why this person needs the access * ?

Explain below what job duties necessitate this access.

Summarize the types of data or information needed as well as the types of work performed (view, enter, verify, approve, etc.).

Avoid use of undefined statements like, "to administer a department", "to do reporting", or "to do my job", and instead describe the specific tasks this person is assigned and is expected to perform.

Your response will be reviewed to make sure that appropriate access is given.

Please grant APAS access to view student academic information. System access will be used in order to provide academic advising to students and to research student information in order to make informed decisions about student progress.

Additional information **Leave this section blank**

Additional Information ?

Include any additional information in this field. Information provided here will be read by the fulfillment team.

Request

Click "Request"

3. APPROVAL OF THE ACCESS REQUEST FORM

- Your APAS access request form will be routed for approval via email.
- The email will be sent from "UMN Service Desk" and both you and your supervisor will each need to click the "APPROVE" link that will be located in emails that will be sent to each of you separately.

- c. Once all approvals are in place IT Data Security will grant the system access. You will receive a confirmation via email once system access is granted to

RITM0020408 REMINDER Approval Required



UMN Service Desk <help@umn.edu>

8/28/14 ☆



to me ▾

This is a reminder that [redacted] has submitted a request for an item that needs an approval. Fulfillment of this request item will not begin until an approval has been given. If no action is taken on this request, it will be cancelled in 7 days.

PLEASE NOTE: You may have previously replied to the original approval email but did not use the provided approval or rejections links. You must use these links to approve or reject the request because they format the responses in the required format for email processing.

Details about this request are below. When you are ready to approve or reject, you MUST click one of these two links and send the auto-generated email:

[APPROVE RITM0020408](#) or [REJECT RITM0020408](#).

Approval For: RITM0020408

Description: Access Request Form (ARF)

Who is this for?:

Requested Item Details:

4. VERIFY THAT YOU NOW HAVE APAS ACCESS

- a. Login to APAS - www.onestop.umn.edu

Under “Academics,” “Academic planning,” select APAS. To login you simply use your usual Internet ID and password.



- b. If you experience any technical issues when trying to access the system you will need to call 612-301-4357 or email help@umn.edu.