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:
 https://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"

Step 1 - Determine the Correct Forms + Do you know which Access Request Form to use?

Instructions and Forms

+ Student Systems and Data

Step 2 - Find and Submit Your Form

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

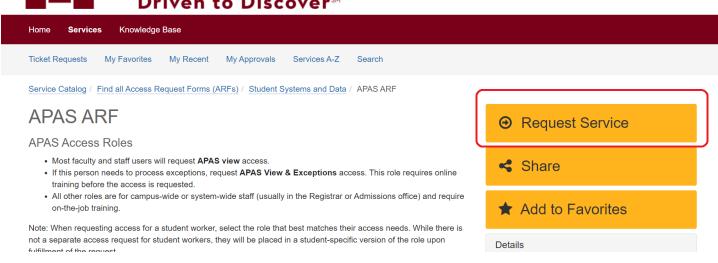
- APAS ARF ©
- Collaborative Class Scheduling (CCS) ARF ☑

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

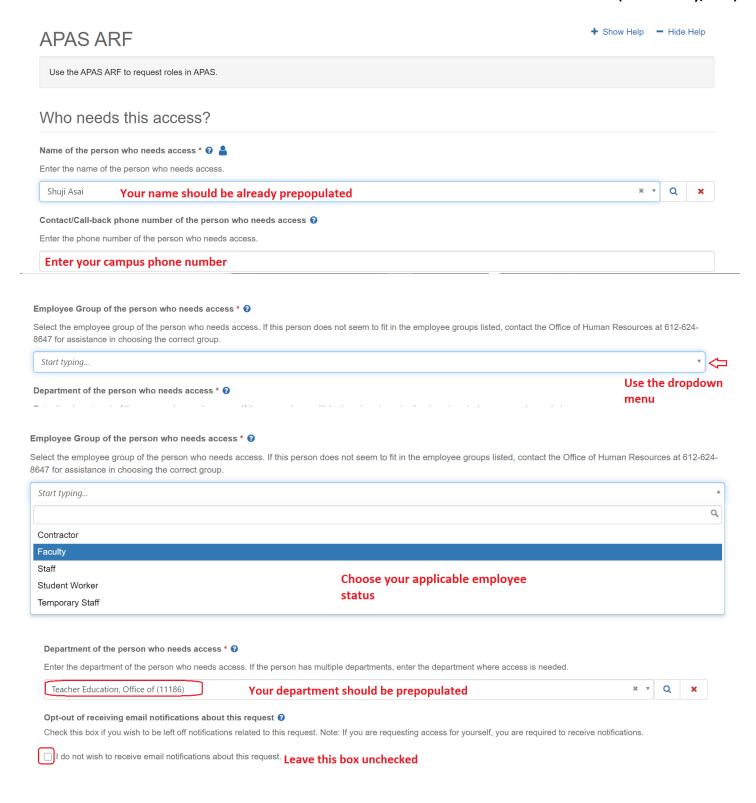
Step 3: Complete the APAS ARF (Access Request Form)



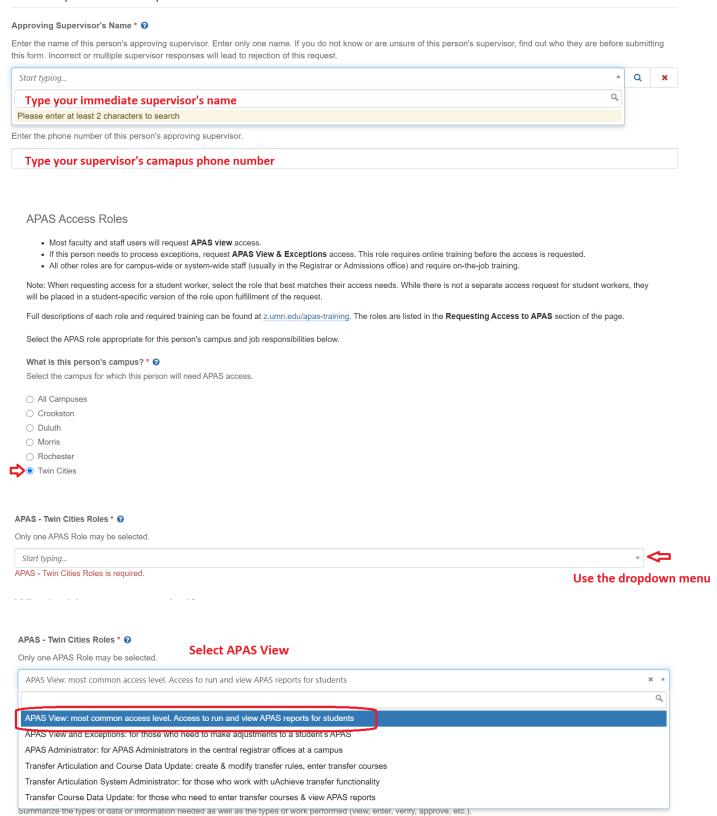
Shuji Asai



Click Request Service



Who supervises this person?



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

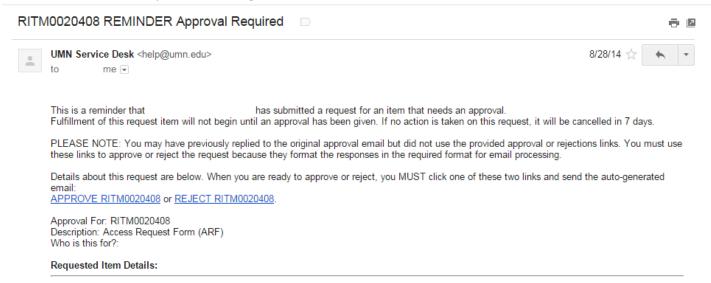
Please grant APAS access to view student academic information. System access will be used in order to provide academic advising to students and to research student information in order to make informed decisions about student progress.

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.). Wood 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 appropriate to perform. Our 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 @	
nclude 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

- a. Your APAS access request form will be routed for approval via email.
- b. 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



4. VERIFY THAT YOU NOW HAVE APAS ACCESS

Login to APAS - <u>www.onestop.umn.edu</u>
 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.