Infoview Access Request / Account

Employee Name   UCSC Email   Name of Unit (do not use acronym)

New Account
Additional Access   UCSC Employee ID
Re-evaluation Due to Job Change

Shared Folder(s)   Business Purpose

Data Set	Description	Authorization Required for Report Writer	Limited	Read only	Report Writer
AIS-Daily 🔑	Academic Information System Report Writer Restricted Data sets: Admissions DRC VISA Core Core + Financial Aid	Director of core unit and Registrar			
Budget	FMW/Financial Managers Workbench permanent budget and staffing	Financial manager of division			
Divisional Curriculum Planning	Curriculum planning information loaded from CourseDog	Registrar			
Facilities	FDX/annual space inventory of building and room information	Facilities Director			
FAMIS	Facilities Admin Mgmt Info System; capital projects and facilities information	Financial manager of division			
Financial Operating	FIS/Financial Information System and DOPE/Distribution of Payroll Expense	Financial manager of division			
Graduate Admissions	In development — no access	Graduate Admissions			
Instruction & Course Review	Instruction information from third week census.	Institutional Research			
NTS Billing & Call Detail	NTS/Pinnacle network and telephone billing. Data is not received for certain units	Financial manager of division			
PPS	PPS/Payroll Personnel System. Employee appointments and distributions and DOPE	Designated approver based on division			
Purchase to Pay	Purchase Order with associated req, invoice and check info	Financial manager of division			
Student Census & Cohort 🔑	3rd week of and end of term, degree census data from AIS	Institutional Research			
UCPath	UCPath/Payroll Management System. Employeement apointments, distributions, and DOPE Report Writer Restricted Data Sets: Paycheck Details	Designated approver based on division			
Advancement	ADFS/Alumni, Gift, Donor & Friends giving info	University Relations	Contact UR		
CruzBuy Stats	Purchase order processing statistics	Director of Procurement			
Dining	Dining point of sales	Director of Dining & Hospitality			
Equipment	FIS inventorial equipment information	Director of Accounting Services			
Fin Aid Recon	FIS data for reconciling financial aid payments	Director of Financial Aid			
GSS 🔑	Graduate student support, quarterly financial support for graduate students	Institutional Research			
Sponsored Projects	Contract and grant proposal and award info	Office of Sponsored Projects			
Student Billing	FIS data for reconciling student billing amounts	Director of Financial Aid			

🔑 FERPA Certificate required for marked data sets.

Supervisor's Signature   Date   Authorizer's Signature   Date

PRINT   PRINT

Infoview Access Request / Privacy Statement

The UCSC Campus Data Warehouse data that you are requesting access to is governed by a variety of State and Federal laws and University policies.

Some of the data in the Campus Data Warehouse may be defined as restricted/confidential or private under University policy and the State of California Information Practices Act of 1977 (IPA). The IPA applies to all University records, except those student records specifically exempted from the law, containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

Access to these records, which may be maintained by individual name or other identifier such as employee number, is authorized for use by University employees when necessary in the performance of assigned duties and if the use of the records is consistent with the purpose(s) for which the information was acquired. Examples of commonly used personal data elements are: gender, ethnicity, age, citizenship/residency, and education level.

Student Information
Some of the data in the Campus Data Warehouse may be defined as confidential under the State of California Education Code (section 67110, et seq.), the Federal regulations implementing the Family Education Rights and Privacy Act of 1974 (FERPA) and the University of California policies applying to Disclosure of Information from Student Records. These policies prohibit the distribution of individually identifiable confidential data, but permit aggregate or statistical reporting so long as identities cannot be derived.html as well as their Information Security website http://its.ucsc.edu/security

Public Information
Although you as an individual, and the public in general, have a right to request and receive information, should you receive an information request from the public, students, or staff (that is unrelated to their specific job duties) please direct all such inquiries to the Records and Information Management Office for a determination of the proper protocol to fulfill the request. For more information see Office of the Chancellor's Information Practices website http://infopractices.ucsc.edu

User Responsibility
Your signature on this application for access to the Campus Data Warehouse systems and data indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and you may not disclose data to other parties except under the conditions described in Business and Finance Bulletin RMP-7 and RMP-9 "Guidelines for Access to University personnel Records by Government Agencies". For questions regarding the University disclosure policy, contact the Campus Privacy and Info Practices Director. For more information see Information Technology Services' Policies website http://its.ucsc.edu/policies as well as their Information Security website http://its.ucsc.edu/security

Applicant's Signature

Applicant's Printed Name