

**PEOPLESOFT (myWNC)
ADVANTAGE (ADV)
HUMAN RESOURCE SYSTEM (HRS)**

PROCEDURE FOR SUPERVISORS

Current systems: Peoplesoft (myWNC) for student/class data, Advantage (ADV) for financial data warehouse and finance information, and Human Resource (HRMS) for employment/personnel data.

PeopleSoft/myWNC

Module Leads:

AA–Jacky Gentine, Counseling Services

AD–Dianne Hilliard, Admissions and Records

FA–Jose Quiroga, Financial Aid

SF– Peggy Stutsman, Business Office

SR–Shawna Lynch, Admission and Records

Application Managers:

ADV/Financial Data Warehouse–Coral Lopez, Business/Controllers Office

HRS–Irene Tucker, Human Resources

FERPA Compliance Officer–Dianne Hilliard, Director, Admissions and Records

Supervisor: This application is required for access to the above systems to perform assigned duties, or to update access due to a change/transfer of duties. You are responsible for completing the application with your employee. You are also responsible for assuring the employee reads and understands FERPA regulations and the responsibility that comes with having access to the various systems. The employee keeps the FERPA/computing use policy attached to this application to refer to as needed. New users must receive mandatory FERPA training offered by Dianne Hilliard in Admissions and Records.

Upon completion of the first page of the application, forward the application to the module lead/application manager. The module lead/application manager completes their portion and forwards the form for additional signatures if required. If application is for access to student information then the completed application is sent to the FERPA Compliance Officer for final approval. After all signatures are obtained the applications is sent to the Security Coordinator for processing.

The timeframe for processing an application is generally five working days. Transferring employees cannot have their access transferred until after the last day of employment with the department they are leaving.

The Security Coordinator will verify the employee has an employee ID number before processing. If the person is not a college employee, additional paperwork is required. If a person is not a college employee and not working under direct supervision, the application will be denied. The Security Coordinator will email the supervisor with login information when the application is processed.

Security Coordinators create user accounts and reset passwords:

Phyllis Mason, Computing Services, (775) 445-3322, pmason@wnc.edu

Susan Schoeffler, Computing Services, (775) 445-3249, schoeffs@wnc.edu

SYSTEM ACCESS IS REVOKED

Security Managers, Module Leads, and/or the Security Coordinator reserve the right to change or revoke access with out notice if deemed necessary to maintain or protect data security. Misuse of data or a FERPA violation may result in an immediate and permanent loss of access to the NSHE system.

FACULTY OR STAFF ACCESS TO STUDENT INFORMATION POLICY

Because of the federal requirements governing the protection of student academic records, it is important that you know your responsibilities when provided access to sensitive information. The Family Education Rights and Privacy Act applies to all schools that receive funding from the Department of Education. Breach of FERPA enforcement could result in the revocation of all federally awarded financial aid funding. Therefore, compliance with FERPA requirements is stringently monitored and reported. Breach of institutional policy could result in revocation of your student access privileges, revocation of your Western Nevada College computer account, or dismissal from the college, depending on the severity of the breach. The Director of Admissions and Records provides mandatory FERPA training for new myWNC/ADV/HRMS users.

The Family Educational Rights and Privacy Act stipulates that information may be released to college/university employees when the disclosure of information is to those who have a "legitimate educational interest" for student information. "Legitimate educational interest" is defined by your role within WNC. Acceptable usage of the information is:

- Academic advising
- Letters of recommendation on behalf of the student
- Verification of major or degree requirements
- Verification of admission enrollment requirements (testing, ESL, academic literacy, etc.)
- Departmental or divisional recommendation for scholarship or awards
- Departmental, divisional, or school/college program reviews.

WNC will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Each student, however, has the right to restrict the release of any or all of this information by submitting a written request to the Admissions Office. Do not release any of this information without first checking with Admissions for the directory release.

Directory information includes:

- Name
- Mailing address
- Email address
- Telephone number
- Full-time or Part-time status
- Graduation date & degree
- Academic major
- Dates of attendance
- Academic honors

FERPA mandates that you protect the information provided to you from third-party disclosure. The following guidelines will help you toward that aim:

- Do not release information about students to other persons except those that meet the criteria of acceptable usage identified above.
- Do not release information that is not considered "directory" as identified above.
- Do not release information that could easily be traceable to an individual student.
- Do not give your computer account passwords to others and do not store written passwords in your desk.
- Turn your computer monitor away from the view of others who may enter your office or workstation.
- Do not leave your computer unattended when logged into the Student Information System.
- Do not release any information about a grade (except that defined as "directory") over the phone.
- Carefully shred all printed documents when no longer needed.
- Do not leave printed documents in view of others who may enter your office or workstation.
- Do not release information, specifically grades, to parents or spouses of students in your class.

Your signature on this application signifies your understanding and agreement to the statements below:

1. It is important that Nevada System of Higher Education computer system users practice continuous ethical behavior in their computing activities. Misuse or abuse of the computer accounts granted system users can cause loss or corruption of valuable files, delay or prevent access by other users, and cause monetary loss to NSHE and Western Nevada College.
2. As a user, you will be accessing information that is protected by various federal, state, and institutional laws and directives, including the Family Educational Rights and Privacy Act of 1974. Therefore, any violations of these laws and directives may lead to criminal prosecution. The FERPA guidelines are published in the WNC catalog, and questions concerning the FERPA provisions may be directed to the WNC registrar.
3. You are only authorized to access only that information you need to complete your assigned or authorized tasks.
4. You may communicate this information only to those parties authorized to receive the information in accordance with the provisions of FERPA.
5. You may not copy program or data files belonging to NSHE, WNC, software copyright holders, or other NSHE/WNC users for your personal use or the personal use of others.
6. You can only use the computer account assigned to you. The unauthorized use of other computer accounts is prohibited.
7. The WNC myWNC/ADV/HRS Application and Security coordinators reserve the right to temporarily or permanently suspend your access to your computer account without prior notice

If you have questions about your responsibilities or need further instructions, you can consult the Director of Admissions or an Admissions and Records Specialist.

- New Account
- Change
- Delete-Date to delete account: _____
- Transfer to another department-Start date for new position _____

WESTERN NEVADA COLLEGE
APPLICATION FOR myWNC/ADV-FINANCIAL DATA WAREHOUSE/HRS ACCOUNT

Original application must be signed by the appropriate application manager or module lead first and then submitted to Computing Services, 2201 W. College Parkway, Carson City, NV, 89703 for processing. For questions regarding the application process, please contact Computing Services at 775-445-4290.

First Name	Middle Initial (required)	Last Name	Birth month/day
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Title	Department	Campus Phone Number
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Position : Administrative Classified Academic LOA – Contract expiration date: _____
 Student Worker – Contract expiration date: _____

Email Address: _____

If request is a change/transfer provide login ID: _____

Applications/Services Requested:

PRODUCTION ACCESS: HRS ADV

FOCUS ACCESS: HRS ADV

myWNC:

OTHER: _____

Provide a brief description of why access to the system or a change to the account is required: _____

GUIDELINES:

By your signature, you agree:

- **That you have read the Faculty/Staff Access to Student Information Policy.**
- **That you understand your responsibilities with regard to institutional policies relative to the protection of protected student and employee information and FERPA.**
- **That you understand that disclosure of protected student information could result in harm to a student, loss of federal funds for the college, disciplinary action of an employee or a lawsuit.**
- **To abide by the policies set forth relative to FERPA and understand the consequences for non-compliance with the policies.**

I have read and agree with the NSHE computing resources policy on the WEB, and the guidelines listed above.

Applicant Signature: _____	Date: _____
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Supervisor Signature: _____	Date: _____
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TO BE COMPLETED BY **Functional/Module/Application Managers**

myWNC SECURITY APPLICATION – Module Lead/FERPA Compliance Officer - Dianne Hilliard

myWNC roles (Module lead initials required by roles, including attachments. FERPA Compliance Officer initials roles for final approval):

FERPA Training: Yes No _____ Date
FERPA Compliance Officer

HRS SECURITY APPLICATION – Irene Tucker

Query Operator: Query Operator ID: _____ HRS User ID: _____
 Non-Query Operator: Functions: _____
Department Access Pattern: _____
Employee Type Access Pattern: _____
PAF Printer: _____

HRMS Application Manager Signature _____ Date

ADVANTAGE SECURITY APPLICATION – Coral Lopez

User Profile Issued _____ ADV User ID _____

ADV Application Manager Signature _____ Date

TO BE COMPLETED BY **SECURITY COORDINATOR:**

APPLICATIONS & SERVICES GRANTED:

- myWNC
- PRODUCTION: HRS ADV
- FOCUS ACCESS: HRS ADV TSO
- OTHER: _____

Security Coordinator Signature: _____ Date: _____