

SPIRE for Staff Access  
**Applicant Information & Authorization Form**

Use this form to apply for SPIRE for Staff access or to request that your current access be changed. At UMass Amherst, SPIRE for Staff provides access to student and/or applicant information. Your job responsibilities determine the type of access you will receive.

**Do NOT use this form to request access for:**

- A. The Human Resources or Financials systems (E\*mpac).** To request access to E\*mpac, contact the Administration & Finance Systems Office (545-2119).
- B. SPIRE for Students.** If you are a new or re-admitted student, you can log on to SPIRE with your NetID (OIT Account user name) and password.
- C. SPIRE for Instructors/ Advisors.** New instructors and advisors can use their NetID (OIT Account user name) and password to access SPIRE. No request form is needed. To sign up for an OIT Account, come to OIT Account Management (Room A113 LGRC, M - F, 8:30 a.m. – 4:45 p.m.) with your UCard.

**Instructions for Applicants:**

1. Complete **Section 1** in ink. **Your original signature is required.**
2. In consultation with your direct supervisor, complete **Section 2**. Describe in detail the access you need.
3. Your department head must complete **Section 5** of this form in ink. **An original signature is required.**
4. Mail/deliver this form to *Access Requests, SPIRE Training & Support, OIT SIS Project, A249 Lederle LGRC Lowrise*. Because we are required to have the original signatures, we cannot accept faxed forms.
5. *Please allow 2 weeks for processing.* The Registrar's Office will contact you if your request is denied. If your request is approved, you will receive an invitation for the appropriate training. You must complete the training before you can use SPIRE for Staff.
6. **New applicants:** To gain access to SPIRE for Staff, you also need to complete the *FERPA Certification*. See <[http:// www.oit.umass.edu/spire/for\\_staff/access/](http://www.oit.umass.edu/spire/for_staff/access/)> for more information.

Required fields in **bold**. Please print clearly

**Section 1:** Applicant Information

<b>Full Name (Last, First, Middle):</b>		<b>Date of Request:</b>
<b>EmplID</b> (Campus ID, NOT Employee ID from your paycheck):	<b>Date of Birth:</b>	<b>Last 4 digits of SSN:</b>
<b>Work Address:</b>	<b>Work Phone Number:</b>	
<b>Department Name</b> (no abbreviations, please):	<b>Job Title</b> (state & working titles, if different):	
<b>Supervisor's Name:</b>	Your Email Address:	
<b>General Description of Job Duties that Require Access to Student or Applicant Data:</b>		
<p><b>Do you currently have or have you had access to SPIRE for Instructors, for Advisors, or for Staff?</b></p> <p><input type="checkbox"/> No    <input type="checkbox"/> Yes    If yes, what is/was your SPIRE Logon? _____</p>		

<p><b>What is the cause of this access request?</b></p> <p><input type="checkbox"/> I'm a new hire to the campus</p> <p><input type="checkbox"/> I've just been hired into a different department</p> <p><input type="checkbox"/> My job responsibilities within the department are changing</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p> <p>_____</p>	<p>If you've just been hired into a new job, and you are seeking similar access to that of your <b>predecessor</b> or a <b>current coworker</b>, please provide that person's full name:</p>
<p><b>Which SPIRE modules are you seeking to access?</b> Access to data and systems is granted based on job needs. Below, check off the appropriate box or boxes to indicate which SPIRE modules you want to access. You must provide details for these requests in Sections 2 and/or 3. Please consult with your immediate supervisor in completing the detailed questions below, so that your access needs are described fully and accurately.</p> <p><input type="checkbox"/> Student Academic &amp;/or Biographic Records    <input type="checkbox"/> Student Financials/Accounts</p> <p><input type="checkbox"/> Undergraduate Admissions    <input type="checkbox"/> Graduate Admissions    <input type="checkbox"/> Financial Aid    <input type="checkbox"/> Housing</p>	

**Section 2: Specifics of Access Request for Student Academic &/or Biographic Records**

**Do you need to see any of the following data about students to complete your job duties:**

Publicly releasable directory data (student name, mailing and permanent address, local and permanent phone, email address, date and place of birth dates of attendance, major, degrees & certificates awarded, honors, athletic affiliation)

Other student biographic/demographic data. Please specify: \_\_\_\_\_

\_\_\_\_\_

**Do your job duties include tasks that require access to view details of students' attendance history, such as terms enrolled, withdrawals and readmission?**

No     Yes, all of the above     Some of the above; describe \_\_\_\_\_

If yes or some, for which degree-seeking students (check all that apply):

Regular 4-yr undergraduate     Stockbridge     Postgrad     Graduate     CE degree-seeking undergrad.

And/or for which non-degree students?

Continuing & Professional Education

"Special" students, incoming exchange students & other undergraduate non-degree students

Non-degree graduate students

**Do your job duties require you to see students' schedules (courses enrolled)?**

No     Yes    If yes, **1)** for what purpose: \_\_\_\_\_

\_\_\_\_\_

and **2)** for which students? Check those that apply:     Undergraduate     Graduate     Non-Degree

**Do your job duties include tasks that require access to view details of students' academic records (e.g., grades, academic statistics such as GPA, academic standing, major declaration history, student advisor, registration appointments, placement/entrance test results)?**

No     Yes, all of the above     Some of the above; describe \_\_\_\_\_

If yes or some, for which degree-seeking students (check all that apply):

Regular 4-yr undergraduate     Stockbridge     Postgrad     Graduate     CE degree-seeking undergrad.

And/or for which non-degree students?

Continuing & Professional Education

"Special" students, Incoming exchange students & other undergraduate non-degree students

Non-degree Graduate students

**Do your job duties include tasks that require access to view details of graduate students' milestones & committee data (e.g., tracking graduate students' progress in detail)?**

No  Yes

If yes, for which students (check all that apply):

Students in the following academic programs: \_\_\_\_\_

**Do your job responsibilities include processing registration overrides for one or more departments' classes (e.g., adding and dropping students from classes, changing students' waitlist priority, and entering student-specific permissions for those classes)?**

Yes  No

If Yes, for which exact Subject codes (e.g. ECON for Economics):

\_\_\_\_\_

**Do your job duties include affiliation with an Undergraduate Academic Deans' Office and therefore include functions like: entering credit limit overrides, academic petition research, review/entry of comments, etc.**

Yes  No If Comments, please specify whether you need to view and/or update:  View  Update

**Are you supposed to record/update student's advisor information for an academic department?**

No  Yes For which department: \_\_\_\_\_

**Do your job duties require you to update any other data in students' academic or biographic records?**

Yes  No If yes, please describe: \_\_\_\_\_

For which students? Check those that apply:  Undergraduate  Graduate  Non-Degree

**Which service indicators (registration holds), if any, should you be authorized to place and/or release through SPIRE?**

I don't need access to add or release service indicators.

I need access to add and release the following service indicators:

Codes:

EN1 (registration hold)

Requested Reason Codes

ADVAN (advising needed by major advisor/dept)  place  release

ADVCA (credit alert)  release

ACAD (advising needed by academic dean)  place  release

ACDTN (10-semester approval needed by academic dean)  release

Other reason (please also specify P(place) or R (release): \_\_\_\_\_

Other Service Indicator -- Describe (Provide specific codes if known): \_\_\_\_\_

**Will you need to be able to run degree progress reports (a.k.a. degree audits), transcripts (unofficial or official), or transfer evaluation reports for any students?**

No  Yes If so, which transcript (document) types (select all that apply):

Degree Progress Reports

Unofficial/Official Transcript

Transfer Evaluation Report

**Section 3: Specifics for Access Request for Student Financials/Accounts, Financial Aid, Undergraduate Admissions, Graduate Admissions, and/or Housing module data:**

<b>Do your job duties require you to have access to any of the above modules?</b>		
<input type="radio"/> Yes	<input type="radio"/> No	If yes, please detail what you need and why:
<hr/>		
<hr/>		
<hr/>		
<hr/>		

**Section 4: Applicant Affirmation & Signature:**

<b>Affirmation - please read:</b>	
By signing this form, I am affirming the accuracy of the information provided above, and I certify that I will complete all training requirements for the systems and data to which I am requesting access, including the <i>FERPA Certification</i> .	
<b>Applicant Signature:</b>	<b>Date Signed:</b>

**Section 5: Department Head Authorization (All fields **required!**):**

Photocopied, faxed or stamped signatures are not allowed. In lieu of the department head's signature, the signature of the person to whom s/he reports will be accepted. Other signatures cannot suffice and can not be accepted.

<b>By signing this form, I am affirming that I have reviewed the applicant information above and the attachments indicated above and find them to be accurate and complete. I am also confirming that access to the systems/data requested is required to meet the applicant's job responsibilities.</b>		
<b>Department Head (or authorized substitute) Signature:</b>		<b>Date Signed:</b>
<b>Print Name:</b>	<b>Email Address:</b>	<b>Phone Number:</b>

**----- For OIT/Data Custodian Use Only -----**

Name	SSN	Date Request Received by OIT <i>θ Entered into the Training Database</i>	
Modules Requested <i>θ SR θ SF θ Ugrd AD θ Grad AD θ Fin Aid θ Housing</i>			Date Attachments Routed to Steward(s):
SPIRE EmplID:	Assigned User ID:	UserID Assigned by:	Date UserID Assigned:
SR SPIRE Roles Approved, if any: _____			By: _____
Other Modules' SPIRE Roles Approved, if any: _____			By: _____
Application Security Approved:			
Inst & Career <i>θ UMAMH θ UGRD θ GRAD θ ND θ NC</i>		<i>θ Acad Orgs</i> _____	
<i>θ Program</i> _____		<i>θ Service Indicators</i> _____	
<i>θ Plan</i> _____		<i>θ Enrollment Access Group</i> _____	
Transcript Types <i>θ UTOF θ UADG θ UAGE</i>		<i>θ 3C Security</i> _____	
<i>θ URTR θ UANT θ ATUN</i>			
Application security specifics for other modules: _____			
App Security completed & OIT notified by:		Date Access Approved & App Security added:	
Date user classes added/modified:			By OIT security maintainer:
Comments:			
User Notified: <i>θ via phone θ via voicemail θ via email θ in person</i>			Date Notified:
<i>θ left message with coworker/etc θ _____</i>			

**SPIRE Authorization**

**Date:** \_\_\_\_\_

<input type="checkbox"/> SPIRE Super Lite <input type="checkbox"/> SPIRE Lite <input type="checkbox"/> Spire A Academic Records ▪ Transcript Y N <input type="checkbox"/> SPIRE B Enrollments <input type="checkbox"/> Graduate Milestones & Committees <input type="checkbox"/> Dept Rep Data Entry <input type="checkbox"/> SPIRE for Drop-in Advisor <input type="checkbox"/> Academic Dean's Add-On <input type="checkbox"/> SPIRE for Staff Queries <input type="checkbox"/> Access <b>not</b> approved	R_CC_BAS_superlite_01 R_CC_BAS_lite_01 R_SR_BAS_ACADEPT_01 R_SR_CMB_ENRLOVR_01 R_SR_BAS_ACADEPTGR_01 R_SR_ADVISRUPD_01 R_SR_BAS_ADVISR_DROPIN_01 R_SR_CMB_ACADEAN_01 R_RQRY008
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