

Student Information System (SIS) Authorization Form for UW-Madison

Send completed form **with all signatures** to: Security Authorizations, security.authorizations@doit.wisc.edu, 1210 W Dayton St., FAX 265-0667

New users must also complete the SIS Compliance Form. https://it.wisc.edu/wp-content/uploads/sis_compliance.pdf

Please allow 7-10 business days for authorization to be completed. Fill out all fields for requested roles. Incomplete forms will be returned.

SIS User NetID	Job Title	3-Character ID <i>(Used for Student Employees Only)</i>	
Last Name	First Name	MI	Email Address (wisc.edu):
Dept Name	Dept Address	Dept UDDS	Dept Phone
Student Employee? (Circle One) Yes No	Computer IP Restrictions <i>(Circle One)</i> : Add / Remove / None [Required for All Students] Computer IP Address/Range:		

Place an A to add or R to remove roles. Bold (T) roles require training; go to <https://sis.wisc.edu/learn.htm> for more information.

*Additional approvals required – may take more time to set up than others

ADMISSION		A or R	ROLE
View Applicant Information	Guest/Special/Undergraduate		ACI_APPL
	Graduate		AG_APINQ
View Prospect Information			ACI_PROS
View External Academic Information			ACI_EDUC
Transfer Credit Inquiry			AU_ITRCR

STUDENT RECORDS		A or R	ROLE	
View Current Student Data (Select Only One)				
View Demographic Data, Program & Plan, Degree, Honors & Awards, , Athletic Data, Term Search...			SR_IPUBL	
Above Plus: Residency, Citizenship & Visa Permit Data, Service Indicators (Holds),			SR_IDEMO	
Above Plus: Academic Actions, , Advisors, Enrollment History, Transfer credit, Student Groups.....			SR_IACAD	
Above Plus: Grades and GPA , Data Center.....			SR_IFULL	
View-Only Alumni Data			ADV_IUSR	
View-Only Residency Data			CC_IRESD	
Print Transcripts			SR_UTRAN	
Grade Control List and Inquire Grade Roster (electronic grading)			SR_IGRD	
Update Advisor Information			SR_UADV	T
Update Student Group Information (Code(s) Needed: _____, _____, _____) Student Group Codes: https://it.wisc.edu/StudentCodes.pdf			SR_USG	T
Update Student Hold (Service Indicator) Information (Circle a department code)			SR_USI	T
Advisor Hold: ABUS ACALS ADCS AEDU AENGR AGRAD AHEC AL&S ALAW AMED ANUR APHAR ATHL AVMED				
Fee Hold: ALIB ARFC ARTD ATHL BSE CHAC CHEM CHMK COMM DOIT DSLM EGRO ENGR FRIT GRIA HEC HISO INTL JOBL LIBR MARC MEDS MUSC NAVY PHED REIN RESH SCDM SHIP THEA UHSV WISU ZOO				
Other code(s)/reason(s):				
Major/Certificate Requests	Plan codes: _____ If additional plan codes, write on back		SR_MAJ_DECL*	
Update Enrollment Limits, Student Permissions, View Rosters	Subj #'s: _____, _____, _____		SR_UENRL	T
View-Only Enrollment Limits, Student Permissions, Rosters (Not needed if requesting SR_UENRL)			SR_IENRL	
Update Curricular Information	Subj #'s: _____, _____, _____		SC_TTBL2*	T
View-Only Curricular Information (Not needed if requesting SC_TTBL2)			SC_ITTBL	
Post Enrollment Requisite checking (PERC)	Subj #'s: _____, _____, _____		SR_PERC_ROSTERS	

FINANCIAL AID & BURSAR'S OFFICE		A or R	ROLE	
View-Only Student Account (Will be added to class list)			SF_ISAEU*	T
Financial Aid Status and Award Information			FA_NDUSR*	

IMAGENOW		A or R	ROLE
WebNow Access to ImageNow - for Undergraduate and Special student/applicants only Also complete the form: https://it.wisc.edu/WebNow.pdf			UW_IM_Webnow*

ADDITIONAL ROLES* – (A)dd (R)emove

Extended Leave Inactivation	Begin Date:	End Date:
End Employment (remove account)	End Date:	

• Your use of University of Wisconsin computing resources is restricted to authorized University of Wisconsin business. You may only access computing resources for which you have specific authorization and only in accordance with authorized business need.

• Violation of this agreement may result in disciplinary action, legal action or both. You may be held responsible for any security breach, willful misuse, or deliberate system damage traceable to your User ID.

I HAVE READ, UNDERSTAND & AGREE TO THE ABOVE TERMS:

User Signature	User Name – Print	Date
Department SIS Authorizer Signature	Department SIS Authorizer – Print	Date
Dean/Director Signature	Dean/Director – Print	Date