



Graduate Student Tracking (GST) Security Form

Date this form was completed:

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that I occupy a position of special trust with duties that will bring me into contact with information or information resources that are of value to The Florida State University and that require protection. I further acknowledge that I am required to uphold the policies and procedures adopted to safeguard the information and associated resources that may be entrusted to me or with which I have contact. I agree to report violations of policies or procedures to my supervisor, the Information Security Manager or other person designated the responsibility for handling security violations. Further, I agree to protect my User ID and related passwords from unauthorized use at all times and understand that activity logged to my User ID is my responsibility.

I acknowledge misuse of this authority could lead to disciplinary or criminal action.

*****EMPLOYEE/USER INFORMATION MUST BE COMPLETELY FILLED OUT*****

EMPLOYEE/USER INFORMATION:

Employee/User Full Name: _____

EMPL ID#: _____

FSU Email: _____

College Name: _____

Department/Unit (if applicable): _____

GST ACCESS INFORMATION:

****List the Department(s) and/or College(s) you need access to in the section below.****

Department/Unit (1): _____

Department/Unit (2): _____

Department/Unit (3): _____

GST ACCESS LEVEL:

- View Organization Access:** The user is granted access to **view (but not update)** student information related to an organization and any constituent sub-organizations (listed above). For example, if a user were granted “View Organization Access” to the College of Arts and Sciences, the user would also have access to view all students in all departments under the college.
- Graduate Coordinator Access:** The user is granted to access to **update and view** student information related to an organization or any constituent sub-organizations (listed above). This role also allows student messaging. Information updates are limited to student tracks, progression items, facts, and TA certification. Any updates made in GST are not propagated back to Campus Solutions.
- Dean’s Office Representative Access:** This status is reserved exclusively for Dean’s Office Representatives who coordinate the TA Certification Process for their unit. This role allows the user to validate, approve, certify, and finalize the TA information for their college in GST to The Graduate School. *Typically, this status is awarded to a Dean’s Office Representative in combination with Graduate Coordinator Access.
- View University Access:** The user is granted view access to all graduate students in **all organizations** within FSU. *This is exclusively reserved for only select individuals.

COMMENTS:**APPROVAL OF GST SECURITY FORM:**

The employee must first sign this form, followed by their Department Security Coordinator, Department Chair (or Unit Head) and Academic Dean (or designee). *Once fully signed, this form should be emailed to James Beck (jpbeck@fsu.edu) in The Graduate School for processing.

 Employee Signature

Date

 Department Security Coordinator Signature

Date

 Department Chair (or Unit Head) Signature

Date

 Academic Dean (or designee) Signature

Date