



Self-Service Student Planning System Protection Procedure

Self-Service Student Planning is a web-based platform from Ellucian where faculty and staff coordinate student advisement and registration services, communicate, and track progress towards graduation. The Registrar's Office oversees the addition and removal of users and assigns different roles to users based on their employee status as it relates to the advisement and registration process.

Employee Management

The Registrar's Office will ensure employees are trained regarding proper use, system security, and confidentiality that applies to employee and student information housed in Ellucian's Student Planning system. New and updated information/publications relating to proper use, security, and confidentiality will be provided as needed to employees.

Office Safeguards

Confidential documents that are printed from the Self-Service Student Planning system, such as reports or other paper documents that contain private, sensitive, and/or intimate details about a student, must be stored in locking cabinets and/or drawers in individual offices and under control of faculty or staff.

To protect student records and information **over the phone**, unless proper identification is provided by the caller through a King's College ID number and other qualifying information, no details about the student can be discussed. Employees should check if the student has asked for information restrictions through the Family Educational Rights and Privacy Act (FERPA) before discussing information over the phone. This information can be accessed by contacting the Registrar's Office. Currently, it is not available to view through Self-Service Student Planning.

Computer Access

Access to the Self-Service Student Planning system is password protected. Employees with system access must enter their King's College login credentials. Employees are given rights and permissions to student planning based on the necessity of their role to perform their position duties as it relates to advisement and registration. On at least an annual basis, the Registrar's Office and Information and Instructional Technology Services (IITS) will perform a review of the individuals and/or offices who were granted system access to update rights and permissions to ensure that they remain accurate and are appropriate.

Electronic Safeguards

The following process shall be used to assign or remove Self-Service Student Planning roles for King's College employees:

1. New or current employees must request access by emailing registrar@kings.edu. Permissions are assigned based on individuals' roles and how they service students as it relates to the advisement and registration process.
2. Upon receiving the request, the Registrar will verify the individual's identity and employment status and consult with the Academic Advisement Office to determine the appropriate access/permission levels for Self-Service Student Planning.

ACCESS CHANGES AND REMOVALS

When an individual moves to a different position, user access may change or be removed. Faculty/staff who are not currently teaching and/or advising during a semester may have their access removed.

When an employee separates from the College, Self-Service Student Planning access will be removed.

By using Self-Service Student Planning, you agree to follow the system protection procedures. Individuals who misuse the Self-Service Student Planning system may have their access removed.

YEARLY AUDIT

The Registrar's Office and IITS shall conduct a yearly audit after the conclusion of each fiscal year. The audit determines the effectiveness of role removal processes and provides a check to ensure that any individuals with inappropriate access are removed. Any individuals with inaccurate role access will be updated to appropriate access needs or access removal. In addition to identifying inaccurate Student Planning roles, the information gathered by the audit will be used to improve the role removal processes.

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