# System Access Needed

Access to the following systems *may* be needed to complete tasks. Audrey Baxter and Sharon Sawdon are the CANR security administrators for Finance and Human Resources systems. Lisa Duffey and Kelly Millenbah are the CANR security administrator for Academic systems.

Access to academic data requires users to complete the following:

* Institutional Data Use Policy: read the [Michigan State University Institutional Data Policy](http://eis.msu.edu/idp/) (<https://tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy/>). Print, sign and provide a copy of the [Institutional Data Policy Acknowledgement Form](http://eis.msu.edu/idp/form.html) (<https://tech.msu.edu/about/guidelines-policies/idp-acknowledgement-form/>) to the academic security administrator.
* FERPA Training: review the [Student Rights Under the Family Educational Rights and Privacy Act](https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx) (<https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>) and complete the "FERPA for MSU staff and faculty" Training Module in [D2L](https://d2l.msu.edu/) (log in to D2L and click the self-registration link in the upper right corner),

|  |  |  |
| --- | --- | --- |
| **System** | **Who needs this access** | **How to obtain access** |
| [25Live](https://roomscheduling.msu.edu/) | Available to everyone | MSU login |
| [Ability](http://ora.msu.edu/help) (RCR Tracking Reports) | Graduate program coordinator, graduate secretary, and lab director | Email [train@ora.msu.edu](mailto:train@ora.msu.edu) for access. |
| [Academic Profile](https://academicprofile.msu.edu/) (not used by CANR) | Faculty, academic staff, unit chair/director, support staff | eARM |
| [CLIFMS](https://login.msu.edu/?App=F4500) | Undergraduate program secretary, graduate secretary | ARM form – F4500 |
| [D2L](https://d2l.msu.edu/d2l/loginh/) | Available to everyone | MSU login; Ask Lisa Duffey to add you to the CANR Grad Programs group. |
| [Degree Navigator](https://degnav.msu.edu/index.asp) (for UG) | Undergraduate advisor, undergraduate program secretary | ARM form – degnav or J9100 |
| [CANR EASE](https://www.canrbfo.msu.edu/secure/mainops.asp) | Unit accountant and/or unit human resources manager | Contact Chris Sweeley in CANR BFO for access. |
| [EAB Student Success Dashboard](https://msu.campus.eab.com/) (for UG) | Undergraduate advisor | Dorcia Chaison |
| [EBS](https://login.msu.edu/?App=EBSP-SecPortal) – KFS (financial) | Unit accountant | eARM form |
| [EBS](https://login.msu.edu/?App=EBSP-SecPortal) – SAP (human resources) | Unit accountant and/or unit human resources manager | eARM form |
| eGradFel access | Graduate secretary and/or unit accountant | Have supervisor contact Elaine Smith ([smit2153@msu.edu](mailto:smit2153@msu.edu) or 3-7788) or Teresa Fenska ([fenska@msu.edu](mailto:fenska@msu.edu) or 4-4122) with name and NetID to establish access. |
| [FileDepot](https://filedepot.msu.edu/) | Available to everyone | MSU login |
| [FTU – Forms Tracking Utility](https://login.msu.edu/?App=D6509-Dashboard-AIS) | Available to everyone. Used to route GradPlans, eGradFel allocations, and EBS access requests. | MSU login |
| FTU [eGradFel](https://login.msu.edu/?App=eGradFel_GradFellowshipApptForm) approver | Graduate secretary and/or unit accountant | ARM form - eGradFelApprover |
| FTU [GradPlan](https://login.msu.edu/?App=J3200) approver | Graduate program coordinator, graduate secretary and/or unit chair/director | ARM form – GradPlanProgramApprover  (form checker and/or program approver) |
| [GAMS](https://login.msu.edu/?App=OA_GAMS) | Graduate program coordinator, graduate secretary and graduate admissions committee member | College Security Administrator – Lisa Duffey  (Provide name, NetID and GAMS level.) |
| [GradInfo](https://login.msu.edu/?App=J3200) | Graduate program coordinator, graduate secretary and unit chair/director | ARM form – J3200\_User |
| [GradPlan](https://login.msu.edu/?App=J3200) | Graduate program coordinator, graduate secretary and/or unit chair/director | ARM form – GradPlanProgramApprover |
| [HireRight](https://hr.msu.edu/ua/toolkits/initiate-background-check.html) | Unit human resources manager | Contact Audree Baxter or Sharon Sawdon for access. |
| [HR I-9](https://hr.msu.edu/i9/) | Unit human resources manager | See [www.hr.msu.edu/i9](http://www.hr.msu.edu/i9/) |
| [Office 365 Suite for MSU](https://login.microsoftonline.com/) | Available to everyone | MSU login |
| [Qualtrics](https://msu.co1.qualtrics.com/Q/MyProjectsSection) | Available to everyone | MSU login |
| [Registrar’s Office Online Forms](https://reg.msu.edu/Forms/FormsMenu.aspx)**\*** | Undergraduate advisor, undergraduate programs secretary, graduate program coordinator, graduate secretary and/or unit chair/director | College Security Administrator – Lisa Duffey |
| [Scholarship/Endowment System](https://scholendow2.ais.msu.edu/) | Unit accountant, undergraduate secretary and/or graduate secretary | ARM form – L2014 and L2104ef |
| [SharePoint](https://sp.anr.msu.edu/)  (CANR Change Major Form) | Undergraduate advisor, Graduate program coordinator, graduate secretary and/or unit chair/director | Lisa Duffey for OASA site |
| [SIRS](https://sirsonline.msu.edu)  (Access limited to two individuals per unit due to sensitive data.) | Unit chair/director and/or chair/director assistant | ARM form – J4300 |
| SIS Mainframe  (Access limited to those who must use SIS for job duties. All others should use RO Online Forms.) | Undergraduate advisor, undergraduate programs secretary, graduate program coordinator, graduate secretary and/or unit chair/director | College Security Administrator – Lisa Duffey or generic eARM with appropriate instructions. |
| [Two-Factor Authentication](https://secureit.msu.edu/two-factor/) | Available to everyone | Required for several MSU systems: <https://secureit.msu.edu/two-factor/> |
| [Zoom](https://msu.zoom.us) | Available to everyone | MSU login |

|  |  |
| --- | --- |
| **\***Suggested RO Form Access: | |
| Undergraduate Programs   * Administrative Action Forms * Class Overrides Request * Degree Deficiencies * Electronic Student Academic Folder * ESAF-Degree Audit & Transfer Credit Adjustment * Student Information Generator * Transfer Credit Administration Form | Graduate Programs   * Administrative Action Forms * Class Overrides Request * Degree Deficiencies – Graduate * Electronic Student Academic Folder * ESAF-Degree Audit & Transfer Credit Adjustment * Graduate Admissions Management System – Level to be determined * Graduate Assistant – Registrar Coding List * Student Information Generator * Transfer Credit Administration Form |

When an employee leaves the unit and/or university, submit a general eARM requesting all access to university systems be removed. If the employee has access to RO Online Forms system, please contact Lisa Duffey to have access removed.