

SiS Add/Update Privilege Form

| | | | |
|-----------------------------|--|-----------------------------|----------------|
| User Full Name: | | | |
| User Position: | | | |
| User Extension No.: | | User Mobile No.: | |
| Date of Birth: | | Marital Status: | Gender: |
| Nationality: | | National ID/Iqama ID | |
| Campus: | | | |
| College/Department: | | | |
| Academic Program: | | | |
| SiS System ID: | | | |
| KSAU Domain Account: | | Email: | |
| Justification: | | | |

| Requestor Department | | | | |
|---|--|-------------------------------|--------------------------|---|
| <input type="checkbox"/> | College User | | <input type="checkbox"/> | Deanship of Admissions & Registration Users |
| <input type="checkbox"/> | Deanship of Student Affairs Users | | <input type="checkbox"/> | IT Department User |
| Access Required | | | | |
| Sr.# | Role Code | Role Title | | |
| College User | | | | |
| 1 | <input type="checkbox"/> CLG_ADM | College Admin | | |
| 2 | <input type="checkbox"/> CLG_GADM | College Grade Admin | | |
| 3 | <input type="checkbox"/> CLG_STDR | College Student Requests | | |
| 4 | <input type="checkbox"/> CLG_AU | Assessment Unit Admin | | |
| 5 | <input type="checkbox"/> CLG_EP | College Schedules Admin | | |
| 6 | <input type="checkbox"/> CLG_SA | College Student Affairs Admin | | |
| 7 | <input type="checkbox"/> CLG_GUSR | College user | | |
| 8 | <input type="checkbox"/> KS_ADVISOR | Academic Advisement Admin | | |
| Deanship of Admissions & Registration Users | | | | |
| 9 | <input type="checkbox"/> DAR_ADM | Manager of Admissions | | |
| 10 | <input type="checkbox"/> DAR_GL | Grade Lapse Admin | | |
| 11 | <input type="checkbox"/> DAR_GRD | Grade Change Rights Admin | | |
| 12 | <input type="checkbox"/> DAR_HI | Health Information Admin | | |
| 13 | <input type="checkbox"/> DAR_STAL | Stipend/Alumni Admin | | |
| 14 | <input type="checkbox"/> DAR_SYSADMIN | DAR System Admin | | |
| 15 | <input type="checkbox"/> DAR_TA | Term Activation Admin | | |
| 16 | <input type="checkbox"/> DAR_TG | Transcript Generation Admin | | |
| 17 | <input type="checkbox"/> KS_ADMIN_ACCESS_STDNTS_SS_GRD | Student Self-Service Admin | | |
| Deanship of Student Affairs Users | | | | |
| 18 | <input type="checkbox"/> DSA_ADMIN | Student Activities Admin | | |
| IT Department User | | | | |
| 19 | <input type="checkbox"/> KS_APP_DEVELOPER_GENERAL | IT Admin | | |

* Please refer to the attached appendix #1 for role definitions.



Corporate Educational
Technology Services

| Requested by | Signature | Date |
|--------------------------------|-----------|------|
| | | |
| Approved by: (Department Head) | Signature | Date |
| | | |
| Approved by: (Dean College) | Signature | Date |
| | | |

SIS TEAM USE ONLY

| | |
|-----------------|--|
| Implemented On: | |
| Received By: | |

Appendix #1: Role Definitions

The SiS Oracle System uses a set of Roles which are assigned to various users in order to both streamline operation as well as control access. In order to know what are the tasks which each role may include, please review the following role definitions:

1. **CLG_ADM (College Admin)**
 - Check/update Transfer Credit Summary, Course Transfer Rules, Course Credits, Course Credits-Manual, Education, Program/Source Equivalency
 - Catalog Search, read only access on Course Catalog, read only on Course Catalog Summary, Instructor Schedule
 - Define Course Assignment, Gradebook Category
 - Maintain Schedule of Classes, Schedule new Course, Copy Prior Term Schedule
 - Email Notify, Email Template
 - Class Search, Print Class Schedule, Block Enroll Merge, Class Search, Create Class Block, Enrollment Request, Enrollment Verification Req., Quick Enroll a Student, Create Student Block, Enrollment Summary, Term History
 - Maintain Schedule of Classes, Term Workload
 - Define Academic Standing Rule, Academic Standing Table, Academic Standing/Honors-Awards
 - Milestone Table, Process Milestone
2. **CLG_GADM (College Grade Admin)**
 - Create Grade Rosters, Grade Roster, View Schedule of Class, Class Assignments, Access Gradebook, Notify, Access Class Roster, Self Service Faculty, Record Grades, Class Assignments, Report Manager, Process Monitor
 - Maintain Schedule of class, Schedule New Course, Create Grade Roster, Grade Roster, Grade Post, Grade Lapse, Grade Roster Print, Student Grade Report, Student Incomplete
 - Define Course Assignment, Gradebook Category
 - Class Search, Print Class Schedule, Block Enroll Merge, Catalog Search, Class Search, Create Class Block, Enrollment Request, Enrollment Request, Enrollment Verification Req., Quick Enroll a Student, Mass Enrollment, Create Student Block, Enrollment Summary, Term History
 - Define Academic Standing Rule, Academic Standing Table, Academic Standing/Honors-Awards
3. **CLG_STDR (College Students Requests)**
 - Student Program/Plan, Degree Change Audit, Query Report Viewer
 - Student Milestone, Process Monitor, Query Viewer, Process Student Groups
 - View Schedule of Classes, Report Results, Enrollment: Add Classes, View My Weekly Schedule, Apply for Graduation, My Planner, Student Center
 - Education, Program/Source Equivalency, Transfer Credit Summary, Course Transfer Rules, Course Credits, Course Credits – Manual
 - Email Notifications, Email Template, Process Monitor, Query Viewer
4. **CLG_AU (Assessment Unit Admin)**
 - Define Exam Code Table, Schedule Class Meeting, Generate Exam Schedule
 - Define Course Assignment, Gradebook Category
5. **CLG_EP (College Schedules Admin)**
 - Maintain Schedule of Class, Schedule new Course, and Copy Prior Term Schedule
 - Define Course Assignment, Gradebook Category
6. **CLG_SA (College Student Affairs Admin)**
 - Attendance Roster by Class, Print Class Roster, Attendance Roster Generator, Student Attendance Roster, Attendance Roster by Student, Process Monitor, Query Viewer
7. **CLG_GUSR (College User)**
 - Class Search, Print Class Schedule, Block Enroll Merge, Catalog Search, Class Search, Create Class Block, Enrollment Request, Enrollment Request, Enrollment Verification Req., Quick Enroll a Student, Create Student Block, Enrollment Summary, Term History (ready-only)
8. **KS_ADVISOR (Academic Advisement Admin)**
 - Manage the advisement process
 - Adding advisors (faculty) into the University Oracle SiS
 - Assigning the list of advisees to the system advisors.

9. DAR_ADM (Manager of Admissions)

- Post Applications to SiS, Online Admission Applications, Admission Query Manager, Review Admission Applications, Admission Evaluation Results, KS_RU2_ACP_OFR, Admission Selection Criteria, Schedule Admission Interviews, Application Stream 2, Application Periods, Generate Student ID, Maintain Application, Setup Exam Marks Limit, Offers Expiry Days, Setup Admission Capacity, Test Results, Search/Match

10. DAR_GL (Grade Lapse Admin)

- Apply the grade lapse process for a semester.

11. DAR_GRD (Grade Change Rights Admin)

- Manage the student grade changes.

12. DAR_HI (Health Information Admin)

- Immunizations and Health, Audiometric Exam, Impairment Regional, Eye Exam, Physical Exam, Respiratory Exam, Health Test Table, Immunization Table, Accommodation Type

13. DAR_STAL (Stipend/Alumni Admin)

- Student Stipend Maintenance, Calculate Stipend Process, Update Stipend Process, Customer Accounts, Process Monitor, Query Viewer, Schedule Query
- Query Viewer, Schedule Query, Scheduled Query
- Student Stipend Maintenance, Customer Accounts
- Addresses, Class Year, Class Year, Constituent Attachments, Academic Information, Work Experience, Work Experience, External Degrees, Person Profile, Graduates To Alumni, External System ID, Electronic Addresses, Update a Person's Record, Names, Photos, Phones, Relationships, Religious Preference, Decedent Data, View Addresses, Add/Update a Person, View Electronic Addresses, View Names, View Phones, Work Experience.

14. DAR_SYSADMIN (DAR System Admin)

- Email Notify, Term History, Student Degrees, Student Program/Plan
- Student Program/Plan, Query Report Viewer
- Student Program/Plan
- Academic Standing Rule, Academic Standing Table, Academic Standing/Honors-Awards
- Degree Honors Table, Service Indicator Table, Service Impact Table, SI Data (Person), Service Indicator Audits Data, Manage Service Indicators, Mass Assign, Service Indicator Audit Search, Mass Release, Service Indicator Audit Data, Query Viewer, Student Degrees, Honors and Awards
- Transfer Credit Summary, Course Credits, Course Credits - Manual
- Education, Program/Source Equivalency, Transfer Credit Summary, Course Transfer Rules, Course Credits.

15. DAR_TA (Term Activation Admin)

- Term Activation Batch Process, Term Activate a Student, Term History, Term Activation Batch Setup

16. DAR_TG (Transcript Generation Admin)

- Transcript Print, Batch Transcript Request, Request Transcript Report, Process Monitor, Report Manager

17. KS_ADMIN_ACCESS_STDNTS_SS_GRD (Student Self-Service for Admins)

- Access complete student life cycle by viewing the student self-service for administrators

18. DSA_ADMIN (Student Activities Admin)

- Service Indicator Table, Service Impact Table
- Comment Category Table, Person Comment Entry, Person Comment Summary, Organization Comment Summary, Organization Comment Entry, almost all checklist items, Process Monitor
- Email Notifications, Email Template
- Manage Service Indicators, SI Data (Person)
- External System ID, Work Experience, Add/Update a Person, Health Data(Menu), Health Data (Student) (Menu), Citizenship and Passport Data, Visa Permit Data, Honors and Awards, Publications, Memberships, Honors and Awards, Memberships
- Honors and Awards, Extracurricular Activities, Athletic Participation, Memberships

19. KS_APP_DEVELOPER_GENERAL (IT Admin)

- General role for SiS Team member to access Query Manger, Personalization, BI publisher, User Default, Process Monitor, etc.