

# **University of Wisconsin – Madison Integrated Student Information System Extended Hours Access Policy**

## **Background:**

Since the implementation of ISIS, campus has enjoyed virtually 24 hour / 7day-a-week access to student data. The exception has been the once-a-month scheduled maintenance outages. Many people, however, found that the challenge of setting up the software required to allow this remote access via the ISIS client was more than they were willing to undertake.

Version 8 of ISIS is a completely web-based product. This allows much easier access to data while not at a normal workstation. Essentially, anyone with a computer, a web browser and access to the World Wide Web will be able to perform their authorized activities in ISIS.

ISIS Security is concerned with security and access. We do not suggest that the capability of the software to easily allow remote access requires that University business processes be modified to allow or encourage that access. Supervisory and management decision processes will determine when it is appropriate for staff to perform work functions at a non-standard work time or area.

We must be able to allow extended access to occur when it is determined that it is appropriate. In addition, we must be able to identify end users who are using extended access. In order to accommodate those needs, we have put the following policy and process in place.

Every ISIS end user has usual access unless extended access is requested and approved. Usual access occurs between 6 AM and 7 PM on Monday through Friday.

## **Extended Access Policy:**

Extended access is any access to student data in ISIS outside of the times 6 AM through 7 PM or any access on a Saturday or Sunday. Usual access occurs between 6 AM and 7 PM on Monday through Friday. Every ISIS end user has usual access unless extended access is requested and approved.

Some standard models of extended access will be offered. Extended Access 1 occurs between 6 AM and 11 PM on Monday through Friday. Extended Access 2 occurs between 6 AM and 7 PM all days of the week. Extended Access 3 occurs between 6 AM and 11 PM all days of the week. Extended Access 4 occurs 24 hours a day, 7 days a week. Access needs that cannot be met by one of these patterns will be accommodated. When granted, extended access applies to all of an individual's online access.

Use the Extended Access Request Form to request extended access. Extended access is granted only to those functions for which the requestor already has usual access. The Extended Access Request Form does not replace the ISIS Authorization Form.

The Extended Access Request Form is routed through the same approval path used for the ISIS Authorization Form and requires the same signatures. The required signatures are those of the requestor, the supervisor and the appropriate dean/director or designee. It is strongly recommended that the supervisor and the appropriate dean/director or designee retain a copy of the Extended Access Request Form for their records.

- Generic accounts are not eligible for extended access.
- It is strongly recommended that extended access not be authorized for short-term temporary employees.
- Student employees are not eligible for extended access.

NOTE: Students accessing their own information via web-based student self service (MUM) are not affected by this policy. Their data is available to them during normal times of operation for MUM.

Extended access will require annual reauthorization. ISIS Security Administration will initiate reauthorization processing. Annually, ISIS Security Administration will generate complete reauthorization reports of end users utilizing extended access. These reports will be forwarded to the designated deans/directors or designees for processing. Instructions regarding completion and return of reauthorization reports will be included. Lack of response to reauthorization requests will result in removal of extended access for the affected end users.

### **Extended Access – August 2002**

When ISIS goes live in version 8 on August 5, 2002, all end users will have access from 6 AM and 7 PM, on Monday through Friday.

The Extended Access Request Form will be available and can be processed. The form is available online at [www.isis.wisc.edu](http://www.isis.wisc.edu). Select 'ISIS Access and Account Management'. Under 'Documents', select 'ISIS Extended Access Request Form'.

If you have large numbers of staff to authorize, contact DoIT Security for an alternate form.

Security staff will give priority to persons experiencing security or access problems related to the new version of ISIS. Processing of Extended Access Request Forms will proceed as quickly as possible.