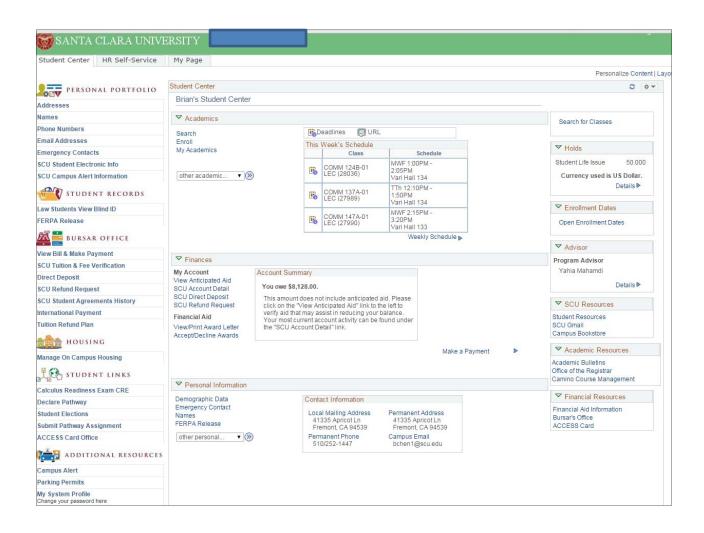
eCampus

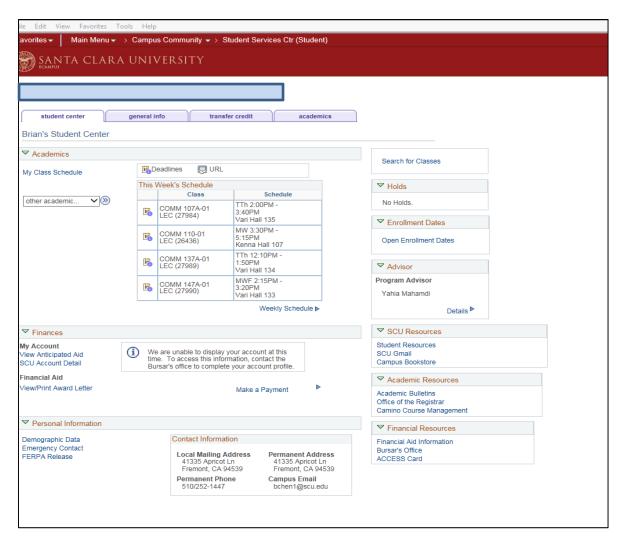
Faculty, Staff and Students now enter eCampus at the same URL:

www.scu.edu/ecampus but have different views

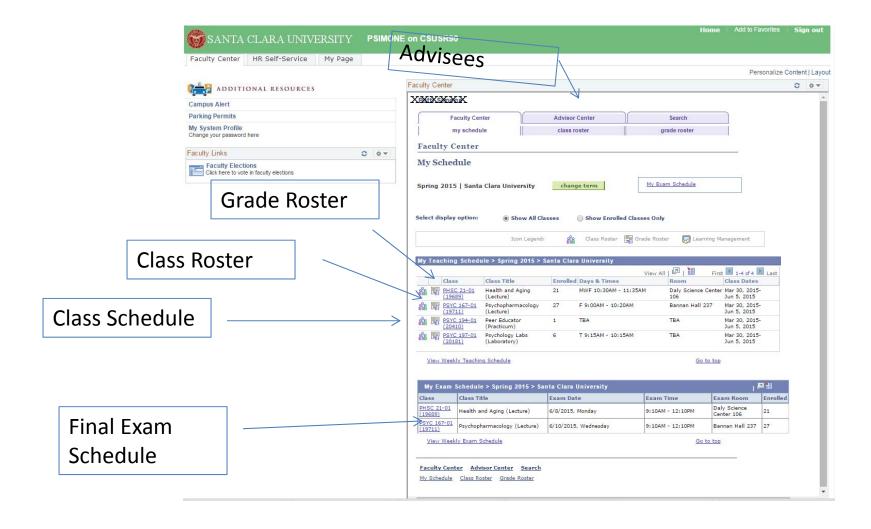
Student View of eCampus



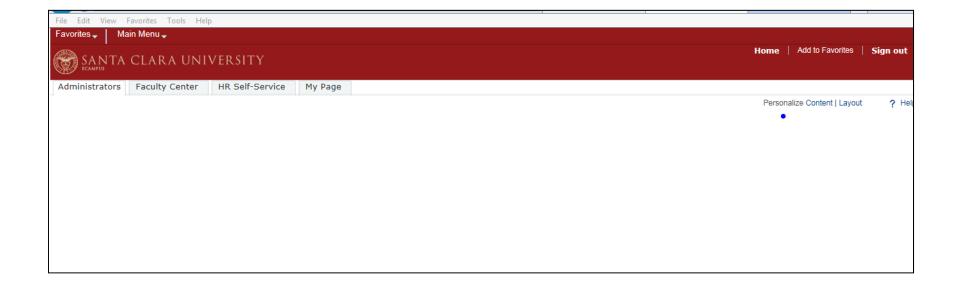
Admin View Student Services Ctr (Student)



Faculty View



HR SELF SERVICE TAB ON EACH VIEW



PeopleSoft Department Account for Student Assistants

Santa Clara University	Office of the Registrar Module Security Authorization Form Department Generic Student Worker Access								
Effective Date:	(Student Supervisor please complete form)								
Effective Date.									
NEW Access		DELETE Access							
Name of Student Supervisor:(please print):		Employee ID#: eCampu		eCampus ID#:	E-Mail:				
		_							
Position :		Department:			Extension:	Extension:			
Academic Career									
(Please check the appropriate career(s) to which you need access)									
☐ Education, Counseling Psychology & Pastoral Ministries			Law			Continuing	Continuing Education		
Graduate Engineering			Graduate Business			Undergrad	Undergraduate		
Role of User									
☐ Department Student Worker Generic Role The Student Supervisor is responsible for the generic student worker account and agrees to change the password with each student									
The Student Supervisor is responsible for the generic student worker account and agrees to change the password with each student worker replacement. In addition, the Student Supervisor agrees to insure that each student worker agrees to:									
Worker replacement. In addition, the Student Supervisor agrees to insure that each student worker agrees to: To insure the privacy of student data,									
AV ABSTALS MAN PERSONS VA STANDARD MINING									
you will ensure that the student worker will:									
Access, distribute, and share student data, including test data, only as needed to conduct University business as specified in their job									
	responsibilities.								
 Respect the confidentiality and privacy of individuals whose records or data they access. 									
Observe any ethical restrictions that apply to data to which they have access.									
 Protect the security authorization (user ID and password) and be personally accountable for all work performed under their security access. 									
Protect confidential information displayed on their workstation monitor. Report knowledge of security breaches.									
Teport and wreape of security ordinary.									
Comply with all department and University security policies and procedures.									
you will ensure that the student worker will not:									
Discuss verbally or distribute in electronic or printed formats confidential student data except as needed to conduct University business as									
specified in their job responsibilities.									
Knowingly falsely identify themselves.									
 Gain or attempt to gain unauthorized access to student data or University computing systems. 									
Share their user ID(s) and password(s) with anyone.									
 Leave their workstation unattended or unsecured while logged into University computing systems. 									
Use or knowingly allow other persons to use student data for personal gain. Melo months in a data for personal gain.									
Make unauthorized copies of student data. Engage in any activity that could compromise the security or stability of student data.									
Engage in any activity that could compromise the security or stability of student data.									
I UNDERSTAND THAT BREACH OF THIS CONTRACT MAY RESULT IN TERMINATION OR OTHER APPROPRIATE DISCIPLINARY ACTION									
Department Student Supervisor agrees to have each student worker review the information on the SCU FERPA website and take the self test:									
www.scu.edu/ferpa YES NO Department Student Supervisor agrees to provide each student worker with a Student Assistant Confidentiality Statement, obtain signature and keep on file.									
Confidentiality Statement, obtain signature and keep on file. Department Student Supervisor agrees to provide any required system training necessary to perform student worker duties: YES NO									
Department Stude	rati Supervisor agree	es to provide	any required:	уулені паш	mg necessary to pe	riorm student worker du	ies. 123 N		
Department Student Supervisor's name (please print):					Department Student Supervisor's Signature : Date:				
YOUR SIGNATURE INDICATES THAT YOU HAVE READ, UNDERSTOOD AND WILL ABIDE BY THE PRIVACY REGULATIONS PROTECTING STUDENT DATA SUPERVISOR AGREES TO MONITOR AND SUPERVISE APPROPRIATE SYSTEM ACTIVITY.									
Please return this form to the Office of the Registrar, Walsh Administration Building. Retain a copy for your records.									
FOR DEPARTMENTAL USE ONLY									
Office of the Reg	istrar Approval:			Date Appr	oved:	Comments:			
Systems Manager:				Date Enter	red:	Security Classes:			
Operator ID:				☐ Passv	vord assigned	☐ Notified user	Date:		

Student Assistant Confidentiality Statement

Student Assistant Confidentiality Statement



Office of the Registrar 408/554-4331 Admissions and Enrollment Bldg, 2nd Floor

The Family Educational Rights and Privacy Act (FERPA) was adopted by Congress in 1974. This legislation protects the rights and privacy of students. You will need to ready and abide by the guidelines as provided by the SCU FERPA website (www.scu.edu/FERPA).

As a student assistant in the Department, you may be asked to do some work with material considered confidential. Any information that you may obtain about a student must remain confidential and is to be used for office purposes only. Any disclosure or confidential information to any unauthorized person may be cause for termination and could subject you to criminal and/or civil penalties imposed by law.

Proper custody of student records includes but is not limited to the following:

- Keeping all student records in a secure environment, i.e., not leaving student records on tables, desks, or in other areas open to third parties.
- Securing computer screens so that third parties cannot view student information.
- Not divulging information or the contents of any record or report to any person except in conducting your assignment in the Department of Modern Languages and Literatures.

A specific part of FERPA defines "Directory Information," as the only information that can be released about a student (unless that student has requested that no information be released).

Directory Information is limited to the following:

The student's name, address, telephone number, date and place of birth, major field of student, dates of attendance, degrees and honors received, most recent educational institution attended and athletic involvement.

I acknowledge my responsibility to respect the confidentiality of any information that I may encounter whether it be hard copy printouts or information contained in computer files.

I have read and will abide by the guidelines as provided by the SCU FERPA website (www.scu.edu/FERPA).

I understand that if I am found acting indiscreetly or inappropriately with confidential material or not maintaining the restricted nature of activities within the department, I may be dismissed from my job immediately. I understand this action to be necessary in order to maintain the high professional standards and integrity of Santa Clara University.