

Registration and Records meeting
June 11, 2007

Library access:

Conie Borchardt from the library attended today's meeting. The question was raised regarding securing library access for students who are currently working on projects, but not registered in courses for that term. According to Conie, students who are currently registered for courses within the term receive library privileges. The Registrar's office provides a report and that is downloaded to the library system. Students who have lost their privileges and who are not registered, but working on a project may have their expiration date extended in the library database on a manual basis. Jen Wake mentioned that some students have reported that they received extensions, but then their accounts expired again after being manually updated. Conie is looking into this.

A proposed solution was offered by Richelle Wesley. Instead of using a file of only registered students, why not pull information off of SGASTDN? If AS (active students) were pulled for the library's use, then it would not matter if there were registrations for the term or not.

Conie is going to investigate the possibility of pulling active SGASTDN records with her IRT partner. She will contact Linda Dorn with updates and Linda will send that information to the R & R group.

In the meantime, if you know of students who currently are not registered and need library access, please send Conie an email with the list of student's and their UST I.D. She will manually update their accounts in the library system.

Net I.D.

Jim Olson discussed the new Net ID system. The Net ID system will allow users to access multiple systems with one log on. The following systems will be included in the initial Net ID:

- BlackBoard
- Outlook-Exchange
- Workstations – PCs
- SunRay Terminals
- Cognos
- RMS
- Breeze

Banner Self service and Banner INB would follow at a later date – date unknown. So, until this moves over, everyone will still need to use their UST I.D. and PIN to access Murphy Online.

Ultimately, instead of using a username and password for some access, and the UST ID and PIN for Murphy, everyone will only have to use and username and password once to gain access to their various systems.

New students will use this system now and will use this at Orientation and Registration sessions in July. By October everyone (new and current users) will move to Net ID.

Current users will use Net ID when their current passwords expire. Passwords expire in 120 days.

New accounts will have a new format. It will include the first 4 letters of the last name and then 4 randomly selected numbers. Users will need to use a claim code to set up their account initially.

Jim Olson provided additional documentation which is attached to this email.

The Registration and Records group had several questions regarding the process and Jim is going to research them. He was asked to come to the next R & R meeting to share his findings and discuss this project in more detail.

Here are some of the questions that were raised:

- A) What if they have a last name shorter than 4 characters?
- B) When their password expires, do they have to go through the entire process again?
- C) How do New employees/students etc... receive the URL for the Net I.D. and their account claim code?
- D) How are claim codes distributed.
- E) REGARDING MURPHY ONLINE – Is it true that students would no longer use their UST I.D. and PIN? If so, the Registrar's office is concerned. Alums/former students have been told that they can access their unofficial transcripts and degree evaluations on Murphy Online – all they need to do is hold onto their UST I.D. and their PIN. How would we handle alums/former students if the username/password is used instead of UST I.D. and PIN? How would they receive their username and access code?
- F) When would Banner self service and INB be included in Net I.D.?
- G) Will IRT provide documentation to share with graduate schools for their materials for students? Will IRT staff be willing to attend their orientation sessions to train students on Net I.D.?

- H) Challenge questions. May these be topics that don't change such as Father's middle name, Mother's maiden name, Name of Elementary School, City where you were born etc... Doug Stubeda and several other R & R members brought up the fact that someone's favorite food or athlete could change over time. The current questions would pose problems with end users because it's very possible that they would forget the answers to these questions because they can easily change over time. Whereas your mother's maiden name is constant, your father's middle name is constant ---etc...
- I) Why is the access code stored in SOASUPL? Jim O'Connor brought up a good point that not all students would have a SOASUPL record because they were not admitted in Banner. So, would students still have their access code in SOASUPL if they did not have an admissions record?
- J) Why isn't the access code stored in GOATPAD? Anyone with access to SOASUPL can view any student's access code. The PINs in GOATPAD cannot be seen by everyone – seems more secure.

Proposal for dual degrees –

Jim O'Connor handed out the proposal for dual degrees and it was accepted by the Registration and Records group. Full details of the proposal are attached with this email and can be found in the Student Documentation community on BlackBoard under Academic History.

Jim O'Connor also gave a presentation on running a report on current students. The report can be found in Cognos using the following steps:

- 1) Log on to Cognos – PROD instance
- 2) Click on public folder
- 3) Follow this path: student information systems > graduate > current students
- 4) Follow the prompts and run

Admissions

We ran out of time, so Doug is going to go first in July to discuss admissions topics.

Respectfully submitted by,
Linda J. Dorn