A.   TIS On-Line Security System

The TIS On-Line Security System provides security by authorizing staff
at two distinct levels: (1) Access to the on-line system and its
processing functions and (2) access to the specific populations of
data. These levels are described below:

1. TIS Access

Access to the TIS On-line Maintenance System is limited to
authorized staff persons only. The determination of who should be
authorized is made by each institution, based on what is most
appropriate for that institution.

Sign-on Identifier (LOGIN ID):

Each staff person who is authorized to update information using the
on-line system is assigned a unique identification code (ID), which
is used in the sign-on process to identify the staff person to the
computer and to the TIS System. The Login ID consists of a 3 to 5
character sequence identifying the institution plus the staff
person's 3 character initials.

Password:

A password also is assigned to each staff person with update
access, to be used in combination with the Login ID when signing on
to the system. The password does not show on the login screen when
it is typed, and, in this way, "protects" the Login ID from being
used by anyone other than its owner.

It is critical to security that staff persons ensure that their
passwords are completely confidential. If your password has been
compromised, contact the TIS staff to request a change.

2. TIS Data Access

Once a staff person has been authorized to use the system, access
to the TIS data may be authorized at one of the levels described
below. These authorizations may vary within each function. For
example, a person may be authorized to view and update equivalency
information but only be authorized to view course information.

Level 1:   View data only

Authorized staff can view course and/or equivalency data for any
institution in TIS. Note: View access includes the option to
generate reports of the data.

<u>Level 2:</u>   <u>View data for any location, and update data for own location</u> (retrieval and maintenance access)

This level will allow authorized individuals to view course and/or equivalency data for any institution in TIS. It also will allow authorized individuals to update data within the authorized function at their institution. Authorized individuals at this level cannot update data for any other institution. Note: View access includes the option to generate reports of the data.

<u>Level 3:</u>   <u>View and update data for any location</u> (retrieval and maintenance access)

Authorized System Administration TIS Staff can view and update any data for any of the TIS institutions.

3. Maintaining Authorizations

It is critical to TIS security that access authorizations are kept current and up-to-date, i.e., terminating staff persons are removed from authorization as soon as possible, changes in staff duties that affect authorization are modified as soon as possible, etc.

Authorization Form:

The security authorization form is used to request additions or deletions to system authorizations. TIS staff work with staff in the UW System Administration Office of Information Services (OIS) on security authorizations. You can obtain a copy of the UWSA Database Access Authorization form with instructions for its completion at http://www.uwsa.edu/ois/applications/.