

# SDS Security Administration 2018

May 15, 2018

# Agenda

- Account security
- Sharing accounts
- When to create accounts
- Form retention
- Staff changes - Removing/changing access
- Security Administration Guide
- Guidance Counsellor Authorization Form

# Security Administration

- All users must have their own SDS account.
- If an account is being “shared” it will be disabled
- The user whose name is attached to an account is held responsible for all activity associated with that account
- No generic accounts allowed: i.e. OfficeStaff
- Create an account only if it is required.
- Security Authorization forms must be completed and kept on file (6 years)

# Security Administration

- Staff role/organization changes. Accounts can be edited, no need to inactivate existing account and create new one.
- Disable/Inactivate accounts as soon as possible when school level staffing changes occur that affect an SDS account.
- Inform SPTRB of deceased staff members (educators only).
- Inform Ministry as soon as possible when division level staffing changes occur that affect an SDS account.
- Yearly account audits are performed looking for inactive accounts. In March 2018 if the last login was December 2015 or prior, the account was inactivated. If the last login was between January 2016 and December 2016, the account was disabled.

# Security Reports

- Please run System User List report
  - SDS >Reports >Security Reports >System User List
  - Alphabetical by Organization lists users by school
  - Review regularly to ensure appropriate roles are assigned and accounts are disabled/inactivated as required.

# Security Administration Guide

- This document can be found in the Registrar's Handbook area. The link is:
- <http://publications.gov.sk.ca/details.cfm?p=73967>
- Please ensure that you have read the guide. If you have questions, please contact Sherry Stauch at [sherry.stauch@gov.sk.ca](mailto:sherry.stauch@gov.sk.ca) or Kerry Bill at [kerry.bill@gov.sk.ca](mailto:kerry.bill@gov.sk.ca).

# Guidance Counsellor Role & Student Profile Access

- **Guidance Counsellor Role & Student Profile Access**
- If a student is **not** currently enrolled at the school, the student's profile may be accessed for the purpose of determining appropriate course enrolments only.
- Authorization from the student to access this report is required using Form 3. Please ensure that the most recent Form 3 is used. All forms are updated annually in August.
- The authorization form must be kept on file for a minimum of 5 years in a secure but accessible location.
- The Individual Student Profile cannot be printed for anyone over 22 unless they are enrolled.
- Please ensure that the appropriate individuals have been granted the counselling role on the SDS. This role is to be used for counselling purposes for course enrolment in high school only. Activity for this role is audited.

# Guidance Counsellor Role & Student Profile Access

- Complimentary Transcript of Secondary Level Achievement for Level 30 Courses will no longer be distributed to students upon the completion of level 30 courses and/or departmental examinations.
- Students wanting a copy of their high school transcript or Adult 12 transcript can order High School and Adult 12 transcripts online. Alternatively, school administration and guidance counsellors may provide a copy of the Unofficial Student Profile from the Student Data System to the student. Note that the Unofficial Student Profile contains all course attempts whereas the Transcript of Secondary Level Achievement contains only the highest course attempt. The Unofficial Student Profile is NOT an official document and are NOT to be stamped/certified with an official school/school division seal.



**Authorization for Guidance Counsellors  
to Access Student Information**  
for students not enrolled in the school

Please Print

STUDENT INFORMATION										
Birthdate					Learning ID					
Day	Month	Year								
Last Name										
First Name					Middle Name					

Permission is granted to:

\_\_\_\_\_

School/Institution Name

to access my academic record in the Student Data System during the school year \_\_\_\_\_  
(check the appropriate box below and initial in the blank)

School Year

- |   |   |
|---|---|
| <input type="checkbox"/> up to September 30 _____<br><small>Initial</small> | <input type="checkbox"/> up to April 30 _____<br><small>Initial</small> |
| <input type="checkbox"/> up to November 30 _____<br><small>Initial</small>  | <input type="checkbox"/> up to June 30 _____<br><small>Initial</small>  |
| <input type="checkbox"/> up to February 28 _____<br><small>Initial</small>  |   |

for the purpose of:

- determining secondary level programming (Gr. 10-12)       other reason (explain briefly)

\_\_\_\_\_

\_\_\_\_\_

Student or parent/guardian (if student is  
under 18 years of age and not present)

Signature

Day	Month	Year

\_\_\_\_\_

Guidance Counsellor

Signature

Day	Month	Year

If consent cannot be obtained, please contact *Student and Educator Services* at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) before accessing the student's information.  
*This form must be kept on file at the school for a minimum of five years in a secure but accessible location in the event of an audit.*

**THANK YOU!**