

Student Group Instructions:

1. Please review the PDF list of student groups. If your office/department needs access to any student groups please make note of those student group codes.
2. On page 4 of the security request form, please list all groups you need access to indicating the student group code and if you are requesting for inquire and/or update access.

Note: “Inquire” access enables you to view students in a particular student group; “update” access allows you to make a student active (add them to the group) or make them inactive (remove them).

Enrollment Security Restricts enrollment access to groups of students and time periods.	<input type="checkbox"/> Specific _____
Student Group (list groups and Inquire / Update) Determines access to student groups.	<u>Code1 Inquire/Update, Code2 Inquire only, Code3 Inquire only,</u>
Service Indicators (list codes and reasons) (Place / Release) Determines access to service Indicators	_____