

Key Contacts - PeopleSoft Student Administration

The Role of the Key Contact is described below:

1. Guide and approve Access Requests for staff in your office.
2. Act as FERPA Representative for your office:
 - Ensure FERPA guidelines are understood and followed
 - Communicate any updates to FERPA
3. Review Requests for PeopleSoft Functional ID's/Sponsored Accounts.
4. Provides annual updates to the Office of the Registrar regarding the status (active or inactive) of Student Groups and Service Indicators used by your office.
5. Reviews requests from staff outside your office for access to student groups and service indicators owned by your office.
6. Notifies OTR Key Contact when data access needs change for your office.
7. Act as representative (or make recommendations for a representative) for your office at PeopleSoft Student Administration Key Contact meetings
8. Relay information from the Key Contacts meetings and list-serve messages to personnel in your college/department.
9. Act as a resource on training needs of personnel in your college/department.

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