MaineStreet Access to Student Data (Campus Solutions)

Data integrity for informed decisions and student success

Access to MaineStreet Student Data

Each Campus Solutions Security Liaison within the University of Maine System is responsible for maintaining the security for MaineStreet Campus Solutions and the data associated with their campus' students. Campus Solutions is comprised of modules related to Admissions, Student Financial Aid, Student Financials and Student Records. Access to data is provided according to each user's work responsibilities.

Why do we have security around student data?

The restrictions on who should have access to student data are outlined by the Federal Educational Rights and Privacy Act (FERPA). This means that only those employees who need to know certain types of information to perform their duties will have access to that information. These restrictions ensure that student information is safe and protect the rights of our students.

Requesting MaineStreet Campus Solutions Access

Employees who are required to access student information to perform their duties must be assigned the proper security roles. To obtain appropriate access, employees must:

- Successfully complete the FERPA Training module with a minimum score of 80. The FERPA training is included in the UMS Academy Compliance Track for Employees (also available in the Campus Portal launchpad). This step requires UMS login credentials.
- Submit the access request form along with the FERPA Training certificate of completion.

Submitting the access request form

Employees of Academic Offices (i.e., Departments and Colleges)

Faculty and staff within the academic departments and colleges have similar types of access to MaineStreet student information. Access to the online request form is provided below, or from the appropriate Campus Solutions Security Liaison upon request.

Note: Failure to request MaineStreet access will prevent new faculty/instructors from accessing class rosters and grade rosters.

Employees of Administrative Offices

Employees within the various administrative offices may have duties unique to that office that require a special request form. (Examples of administrative offices include Admissions, Financial Aid, Bursar, Student Affairs, and Library.) This form is provided upon request by contacting the appropriate Campus Solutions Security Liaison.

Security for employees changing jobs and/or responsibilities

Supervisors with current employees who change responsibilities when moving to a new position should evaluate the change in duties and request an update to their MaineStreet security. This also applies to individuals who leave a position for another that no longer requires the same, or any, student information access.

Requests for changes to existing MaineStreet security access are made using this online request form: Request Change to Existing Access.

Resources & Research

Related Links

- Employee Protection of Data APL (See Section VI-C)
- Federal Educational Rights and Privacy Act (FERPA)
- UMS - Campus Solutions Security Liaisons
- UMS Information Security Office
- UMS login credentials
- FERPA Training module (login credentials required)
- Processing Campus Solutions Security Access Requests (for Security Liaisons)

Workgroup Members

For questions about this data issue, email the workgroup lead below.

Linda Reid - Lead
Robert Placido
Steven Premeau
Rachel Groenhout
Floyd Goodell
What to expect when an access request is submitted

The user submitting the request will receive an automated email confirming the request. The supervisor will also receive an email indicating that approval of the request is required. Once the supervisor approves the request, it is sent to the **Campus Solutions Security Liaisons** for granting of access.

If questions arise during the processing of the request, the responsible Security Liaison may contact the requestor or the supervisor for more information. Once the access is established, the requestor will be notified via email.

Get Started!

Fill out the online **Access Request Form**.

Have Questions or Need Guidance?

Please contact the appropriate **Campus Solutions Security Liaison** with questions regarding access to student data in MaineStreet.