Student Access to Virtua Facilities and Computer Systems

- All academic affiliates are required to submit student rosters through the Center for Learning (attention: Dawn McCall) and *IS Security Administration* (RHirschmann@virtua.org) **no less than (4) weeks** before the first day of classes.
    - Large classes are asked to submit earlier if possible.
    - If lists are submitted less than (4) weeks before, Virtua cannot guarantee that the accounts will be ready in time for classes. Access will not be
- **Rosters** – Getting the confidentiality forms and Access requests started.
    - It is recommended to have no more than one (or two) authorized requestors managing the roster for a school.
    - If classes are a total of (1 – 20) students, the *school contact* (*authorized requestor*) should send the confidentiality forms (a.k.a. the e-forms) to the students. If the classes are (21) or more students, *IS Security Administration* will help by uploading the forms to be sent out to the students.
    - All ***school contacts*** **will still be responsible for submitting the 'IS Access Requests'** for all new students. 'New students' are students who do not currently have accounts on the Virtua systems (meaning they have not recently attended a semester).
    - Documentation and videos on 'how to' send the confidentiality forms and request access can be found on *Virtua Access Request* site. **You will need to be an authorized requestor** for your school to get to this site on the Virtua systems.
- **NO accounts will be created until the student has completed the confidentiality form and the IS Access requests have been submitted by the school contact**.
    - Please note – How you enter the student's name in the e-form is how IS Security Admin will create the account. For example, if you enter the name as *MaryAnn* but the person is actually *Maryanne*, we will create the account as *MaryAnn* because that is how it is in the form. So please be careful when you submit the forms.
    - Once the e-forms are completed by the student, you as the requester will get an email notification. This is when you as the requester will need to create the access Request form.
    - Once the Access requests are submitted, the Virtua IS Help Desk will create the request tickets for IS Security Administration to process the accounts.
    - All login credentials will remain with IS Security Administration till approximately (1) week prior to the first day of class. At that time, the credentials will be delivered to the Learning Center where they can be picked up by a school representative.
    - *The school representatives will need to contact the Virtua's Student Affiliate Coordinator at the Center for Learning to schedule a pick up time (no earlier them (1) week before the class start date).*

***Contacts*:**

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