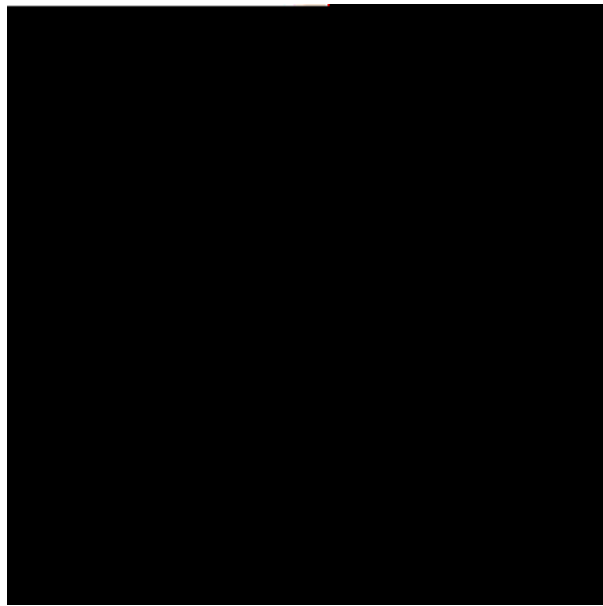


As of March 28, 2003



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# **ELECTRONIC INFORMATION GUIDELINES**

## **I. INTRODUCTION**

Weber State University is providing the campus with an integrated software package that will increase the quantity and quality of information it maintains. This package, named Lynx (a.k.a. Banner) will also provide increased accessibility to that information, enhanced data security and compatibility across functional areas of responsibility.

Lynx is modular, meaning that there are modules for different functional areas, including Financial Aid, Finance, Human Resources/Payroll, Alumni/Development, and Student. There also is a General module that ties all of the functional modules together. Shared information is called GENERAL PERSON and includes: ID(s), name(s), address(es), phone(s), email(s), gender, birth date, marital status, deceased flag, and confidential flag.

Lynx is a collection of forms (screens) with imbedded instructions used to enter data, modify data, delete data, and query data. Lynx simply provides the screens and programs necessary to manipulate data. The data itself is stored in tables residing in an Oracle database. It is a relational database, meaning that tables are linked together by means of some internal identification number and therefore data redundancy is limited. One table

- Provide complete name/address information in a timely manner, with an audit trail of changes,
- Use standard entry to facilitate consistent reports and searches,
- Share effective processing discoveries and problem-resolution tasks with other team members,
- Use Postal Services recommended mailing address setup and procedures, and
- Take advantage of database capabilities, data integration and workflow analysis.

## **ADMINISTRATIVE RESPONSIBILITY**

In accordance with the Family Education Rights and Privacy Act (FERPA), 1974, as amended, and to ensure maximum safeguards against indiscriminate distribution of information contained in a student's personal records of Weber State University, only authorized Weber State University personnel will disclose information of a confidential nature. That is, information not normally available to the general public will be provided only to the students themselves, or to a third party upon receipt of an original written release signed by the student concerned.

Certain exceptions to FERPA include authorized University personnel acting within the student's legitimate interest; organizations conducting studies for educational and governmental agencies; accrediting agencies; appropriate persons in case of health or safety emergencies; agencies or office in connection with the student's applications for a receipt of financial aid; governmental officials as identified by Public Law 93-380; and an appropriate official in response to a court order or subpoena. Without a signed release, the University can make only "directory information" available for public use in campus directories, publicity of events, honors, and the like.

***The following constitutes directory information: Name, Address, Phone, Dates and Terms of Attendance, Full/Part time, Major Field of Study, and Degrees and/or Certificates Earned.***

All levels of management shall ensure their areas of accountability, each information system user know his/her responsibilities. Employees must adhere to any applicable Federal and State laws covering storage, retention, use, release, and destruction of data.

Electronic data is owned by Weber State University and is a vital asset. All institutional data, whether maintained in the central database or copied into other data systems, including microcomputers, remains the property of Weber State University. Access to data is not approved for use outside an individual's official Weber State University responsibility. Computerized, institutional data shall be used only for the legitimate business of Weber State University. Institutional computing services and facilities shall be used only as required in the performance of job functions.

Supervising administrators shall ensure a secure office environment with regard to all institutional information systems. Administrators shall validate the access requirements of their staff according to job functions, before submitting requests for the provision of access. Under no circumstances shall anyone use institutional electronic data (in detail or

summary) in any publication, seminar, or professional presentation, or otherwise release data in any form outside Weber State University, without prior written approval from the appropriate data custodian (see page 7). Data should never be left on any system to which access is not controlled.

As a general principle of access, Weber State University data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by knowledge of such information. Although the University must protect the security and confidentiality of data, the procedures to allow access to data must not unduly interfere with the efficient conduct of University business.

All information systems owned by Weber State University shall be constructed to assure that:

1. Accuracy and completeness of all system contents are maintained during storage and processing.
2. System capabilities can be re-established within an appropriate time after loss or damage by accident, malfunction, breach of security, or natural disaster.
3. Actual or attempted breaches of security can be detected promptly and controlled.
4. All who use institutional data have the right to expect the data to be accurate.

### **ACCESS TO OFFICIAL WEBER STATE UNIVERSITY RECORDS**

The following outlines the requirements and limitations for university departments/divisions to follow in obtaining permission for inquiry and update access to Weber State University's official records. Data security is everyone's responsibility and must be impressed upon all employees.

Access will be awarded only after appropriate tailored training is received and the University's Confidentiality Agreement has been signed. Entries to Lynx general entity (person or non-person) tables affect the overall integrity of the database used by all Lynx modules. Failure to abide by the guidelines outlined in this manual for creating and maintaining general entity records will result in removal of access.

***Employees are not to loan or share their login codes or passwords with anyone.*** If it is found that login codes are being loaned or shared, employees who are assigned access to records are subject to disciplinary action.

Departments/divisions should take steps to ensure that they have an alternate person assigned as backup for each office function, and that this individual has access to the system functions required to provide backup support. Every department/division will maintain a current list of primary and secondary users for the various module functions.

Departments/divisions may request access authorization for an employee by completing and submitting a System Access Authorization Request electronically to the appropriate data custodian. If a request is questioned or denied, the data custodian will contact the requesting department/division. If a request is approved, the data custodian will forward

the request electronically to Information Technology Database Administration. Once access is granted by Database Administration, appropriate tailored training must be conducted and signed off on by the data custodian before access is granted to the production database. Under no circumstances will access authorization be granted without approval of the department/division head, the module data custodian and Data Administration. The Systems Access Authorization Request Form may be obtained from Information Technology division or their manager or at <http://departments.weber.edu/accounting/accounting/forms.htm> (then click on Request for FRS Access).

Update access provides both inquiry and update capability. Update capability is generally limited to the offices directly responsible for the collection and management of the data. Update access is available to administrators and users who have an authorized need to change institutional data in the routine performance of their job duties.

Each user of administrative information is assigned the appropriate combinations of inquiry-only and update access to specific parts of the Lynx administrative information system. The types of access are determined by the data custodians.

### **DATA CUSTODIANS**

A data custodian, usually an administrator of a Weber State University office or department, may make data available to others within his or her department for use and support of the unit's functions.

Before granting access to data, the data custodian shall be satisfied the protection requirements have been implemented and a "need to know" is

### Data Custodians

Area of Responsibility	Financial Aid Module	Student Module	Finance Module	A/D Module	Human Resources Module
WSU (Main & Davis Campus)	Assoc. Provost Enrollment Services	Provost	Accounting Services	VP University Relations	AVP Human Resources & Payroll Manager
Continuing Education	Same as above	Same as above	Same as above	Same as above	Same as above
WSU Online	Same as above	Same as above	Same as above	Same as above	Same as above
Satellite Campuses	Same as above	Same as above	Same as above	Same as above	Same as above



As a reminder to all employees of the importance of data confidentiality and security: as each new system access is requested, the department/division must have the employee, temporary employee, or student worker sign the Confidentiality Agreement that is on the System Access Authorization Request Form. All employees who require access to online records must use a system login code defined specifically for that employee. This will allow updates to be tracked to a specific user login code and specific person.

Any exceptions to the above guidelines must be requested in writing with justification and be approved by the data custodians.

### **INFORMATION ACCESS**

Query (Inquiry) only access enables the user to view, analyze, and download, but not change institutional data. However, once information is downloaded, data can be (but should not be) altered in word processing documents or spreadsheets. Downloaded information should be used and represented responsibly and accurately. If any data is downloaded and reports generated, they need to be labeled “unofficial.”

### **III. RECORD CREATION GUIDELINES**

Lynx “entity” records can be created on-line through several forms, as well as resulting from batch electronic processes such as tape loads. It is most critical that procedures be in place to ensure that the same person or organization does not exist more than once on the database. Having a single entity on the database represented by more than one key record ID is a violation of data integrity and requires labor-intensive procedures to merge duplicate entities and maintain or discard the appropriate parts of the underlying records. Adherence to these procedures by users authorized to create entities on the database can and will be monitored. Users who repeatedly fail to follow this procedure may have their privileges revoked.

#### **BEFORE CREATING RECORDS ONLINE:**

##### **SEARCHES**

Careful searching will prevent the creation of duplicate entities. *Special note for student searches:* It may be more effective to begin with a name search rather than relying on SSN, prior Perm Number or system-generated IDs as a searching mechanism. Searches will not only look at the information entered in the key block but also any variations that were entered on the record in the alternate name.

##### **ID Search**

Select an Identification (i.e., IDEN) or VEND form in your module.

If ID is known, enter in KEY BLOCK to see if a match is found.

##### **Person Name Search**

1. If the ID is not known, TAB to the field to the immediate right of the ID field, which is the NAME field. Here the user may enter as many characters of the last name as desired. If the entire last name is not entered, it must be ended with a percent (%) symbol. Pressing the ENTER key will open a **‘SEARCH RESULTS’** window which will show a pull-down and the number of records found which match the search criteria. If the number of records found is greater than 25, the search should be narrowed by providing additional information in the **Reduce Search By** panel. Here the user may indicate City,

3.

entered as:

**ALTERNATE IDENTIFICATION NUMBERS**

○

- Preferred First Name

**LAST NAME**

- Use mixed case (i.e., upper and lowercase letters)
- Use the **legal** spelling and format of the last name
- Enter **as presented**, adhering to the following guidelines.

**MIDDLE NAME**

- Use mixed case (i.e., upper and lowercase letters).
- Enter the entire middle name if availab

Hon.	Honorable (Cabinet Officer, Commissioner, Congressman, Judge, Supreme Court, United Nations US Delegate, Major, Senator and Representative)
Lt. Col.	Lieutenant Colonel
Maj.	Major
M.Sgt.	Major/Master Sergeant
Miss	Single Woman
Mr.	Mister
Mrs.	Married Woman
Ms.	Single or Married Woman
Prof.	Professor (includes Assistant and Associate)
Rabbi	Rabbi (religious)
Rev.	Reverend (religious)
Sr.	Sister (religious)

### **SUFFIX**

- Suffixes are entered in the Suffix title field, not in any of the name fields.
- The suffix should reflect the person's wishes, if known.
- Do not use a suffix for Doctor, Attorney, etc. These should be entered in the Prefix title field.
- A period follows the suffix abbreviation.
- Use mixed-case format (uppercase/lowercase letters)
- Most Lynx reports and processes do not pull the suffix.
- Requests for adding a Suffix to the approved list should be directed to Data Administration.

Code	Description
II	The Second
III	The Third
IV	The Fourth
CPA	Certified Public Accountant
D.D.S.	Doctor of Dental Medicine*
Esq.	Esquire
J.D.	Jurist Doctor*
Jr.	Junior
LL.D.	Doctor of Laws*
M.D.	Doctor of Medicine*
PhD	Doctorate*
Ret.	Retired from Armed Forces
RN	Registered Nurse
Sr.	Senior

\*Preference given to prefix standards unless the individual requests both, due to salutation protocol.



## NON-PERSON NAME/VENDOR

- Use mixed case (i.e., upper and lowercase letters). Acronyms are an exception. See the acronym section that follows.
- Enter the vendor's name as supplied to you by the vendor.
- Enter **as presented** following these guidelines:
  - **Hyphens** may be used to separate double names (i.e., Chase-Brook). However, add an

**for each department withi**

2. If the person uses their middle name more frequently than their first name, then enter the middle name version in alternate name.

Herman Isaac Jones in KEY name  
Isaac Jones in the alternate name

- 3.



S	Single	Never legally married
W	Widowed	Legally married and spouse is deceased
N	Not known	Information not available
L	Life Time Partner	Not legally married

**LEGACY CODE**

A Legacy Code identifies a relative or friend with whom Weber State University had or has a  
N

U *Unspecified*



**PERSON & NON-PERSON ADDRESS TYPES**

NOTE: there are certain address



an address. The following is an example:

39.2 Rd            use    39-2 Rd

**Ampersand** – Only use the symbol "&" rather than spelling out "and" when it is appears in an official document. Symbols such as “c/o” (in care of) should not be used. "In Care Of" should be written out.

**Secondary Address Unit Designators** - If the address is multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided and only a pound sign (#) along with the number is provided, i.e., 3454 N. Jones #4, then remove the (#) and replace it with the abbreviation for number (NO). **NEVER use the # sign.**

#### **UNIT DESIGNATORS ABBREVIATIONS**

Code	Description	Example
Apt	Apartment	102 Main St Apt 101
Bldg	Building	1600 Central Pl Bldg 14
Dept	Department	Florida Tech Accounting Dept

Fl

Information Given	Permanent Address (PR)	Mailing Address (MA)
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Dr. John F Smith  
Evergreen Building  
1379 Del Monte Ave  
PO Box 2351



In the State Field enter:

AE - Europe, Middle East, Africa, Canada [ZIP=09nnn]

AP - Pacific [ZIP=96nnn]

AA - The Americas (excluding Canada) [ZIP=34nnn]

Example: Alice VanFrogulemen  
HHB 6th Battalion 43rd Box 72  
Air Defense Artillery CMR 417  
APO AE 09602-8802

**United States Military Address**

Enter the APO or AFO code into the CITY field.

Enter the normal state code into the State field.

Example: APO (AA, AE, AP) Nine Digit ZIP code  
FPO (AA, AE, AP) Nine-Digit Zip code  
AE for mail going to EUROPE, the MIDDLE EAST, AFRICA and  
CANADA (090 thru 098)  
AP for mail destined to the Pacific (962 thru 966)  
AA for units in the AMERICAS other than CANADA (340)

Example: APO AE 09815

president's office of an address change, try to find out how they were notified and use that as the source, rather than "president's office."

Description	Banner Local Help	
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	This should be used only if we are unable to confirm where the "Other Individual" received the information.		
Alum/Dev Phonathon	Address was changed due to information received from an alumni or development phonathon. This is separate from Individual for tracking how many changes are made through phonathons.	ADPH	Alumni/ Development Gift Processing Staff only
Harris Directory	An outside vendor used by Alumni/Development		

Code	Description	Explanation
HOME	Home	This number will be used to reach a person or constituent at their current place of residence.
WORK	Work	This number will be used as the primary phone number for a Business/ Vendor/Organization <b>or</b> to reach a person/constituent at their place of employment.
CELL	Cell	This number will reach a person/constituent on their cellular phone.

## Email Types

Email addresses are entered in the EMAIL Information Block on XXAIDEN. GTVEMAL stores the email types that can be used.

PRE	Preferred	Used to store e-mail address preferred by person/constituent to receive WSU e-mails
HOM	Home	Used to store e-mail delivered to person/constituent's home
WRK	Work	Used to store e-mail delivered to person/constituent's work/business
GRP	GroupWise	Used to store GroupWise e-mail



**APPENDIX A (From USPS)**

**ABBREVIATIONS for STREET DESIGNATOR**

ALLEE .....	Aly
ALLEY .....	Aly
ANNEX.....	Anx
ARCADE .....	Arc
AVENUE .....	Ave
BAYOO .....	Byu
BAYOU .....	Byu
BEACH.....	Bch
BEND.....	Bnd
BG.....	Bg
BLUFF .....	Blf
BLVD.....	Blvd
BOTTOM.....	Btm
BOULEVARD .....	Blvd
BRANCH.....	Br
BRIDGE.....	Brg
BROOK.....	Brk
BURG .....	Bg
BYPASS .....	Byp
BYU .....	Byu
CAMP .....	Cp
CANYON .....	Cyn
CAPE .....	Cpe
CAUSEWAY .....	Cswy
CENTER.....	Ctr
CIRCL.....	Cir
CIRCEE .....	Cir
CLB.....	Clb
CLIFF.....	Clfs
CLUB .....	Clb
CMP .....	Cp
CNTER .....	Ctr
CNYN .....	

KNOLL..... Knls  
 KNOLLS..... Knls  
 LAKE..... Lk  
 LAKES..... Lks  
 LANDING ..... Lndg  
 LANE..... Ln  
 LANES..... Ln  
 LIGHT..... Lgt  
 LIGHTS ..... Lgt  
 LOAF ..... Lf  
 LOCK..... Lcks  
 LOCKS ..... Lcks  
 LODGE..... Ldg  
 LOOP ..... Loop  
 MALL ..... Mall  
 MAJOR..... Mjr  
 MEADOW ..... Mdw  
 MILL ..... MI  
 MISSION ..... Msn  
 MOUNTAIN..... Mtn  
 MANOR..... Mnr  
 HILL ..... HI  
 ORCHARD..... Orch  
 OVAL ..... Oval  
 PARK.....



Dundalk-Sparrows Point	Dundalak Sp Pt
Farney Keedy Mem Home	Fhrny Kdy Mem
Lutherville-Timonium	Luthvle- Timon

**MASSACHUSETTS**

Incoming Mail Ctr North	I M C North
Thos P Oniell Fed Bldg	Oniell Bldg
Village of Nagog Woods	Vlg Nagog Wds

**MICHIGAN**

Houghton Lake Height	Hghtn Lk Hts
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**MINNESOTA**

Duluth Federal Prison	Dlth Fed Pris
Inver Grove Heights	Inver Grove
Marine on St. Croix	Marine
South International Falls	S Intl Falls

**MISSISSIPPI**

Stennis Space Center	Sten Sp Ctr
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**MONTANA**

White Sulphur Springs	White Sulphur
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**NEW JERSEY**

Cape May Court House	Cape May C
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## APPENDIX C (From USPS)

### TWO-LETTER STATE and POSSESSION ABBREVIATIONS

*Military APO/AFO Americas .....	AA	Nevada .....	NV
Alberta.....	AB	New Brunswick.....	NB
*Military APO/AFO - Europe, .....		Newfoundland.....	NF
Middle East, Canada, Africa.....	AE	New Hampshire .....	NH
Alabama .....	AL	New Jersey .....	NJ
Alaska .....	AK	New Mexico.....	NM
*Military APO/AFO - Pacific .....	AP	New York.....	NY
American Samoa.....	AS	North Carolina .....	NC
Arkansas.....	AR	North Dakota.....	ND
Arizona.....	AZ	Northwest Territories .....	NT
British Columbia.....	BC	Nova Scotia.....	NS
California .....	CA	Ohio.....	OH
Colorado.....	CO	Oklahoma.....	OK
Connecticut .....	CT	Ontario .....	ON
Canal Zone .....	CZ	Oregon.....	OR
Delaware .....	DE	Palau Islands .....	PW
District of Columbia .....	DC	Pennsylvania .....	PA
Florida .....	FL	Prince Edward Island .....	PE
Federated Micronesia.....	FM	Puerto Rico.....	PR
Georgia.....	GA	Quebec .....	QE
Guam.....	GU	Rhode Island .....	RI
Hawaii .....	HI	Saskatchewan .....	SK
Idaho .....	ID	South Carolina .....	SC
Illinois .....	IL	South Dakota.....	SD
Indiana.....	IN	Tennessee .....	TN
Iowa.....	IA	Texas .....	TX
Kansas .....	KS	Trust Territories .....	TT
Kentucky .....	KY	Utah.....	UT
Louisiana.....	LA	Vermont .....	VT
Labrador .....	LB	Virginia .....	VA
Maine .....	ME	Virgin Islands.....	VI
Manitoba .....	MB	Washington .....	WA
Mariana Islands.....	MP	West Virginia .....	WV
Marshall Islands .....	MH	Wisconsin.....	WI
Maryland.....	MD	Wyoming.....	WY
Massachusetts .....	MA	Yukon Territory	
Michigan .....	MI		
Minnesota.....	MN		
Mississippi .....	MS		
Missouri .....	MO		
Montana .....	MT		
Nebraska .....	NE		

## APPENDIX D (From USPS)

### FOREIGN NATION CODES

1	AFGHANISTAN	61	GUATEMALA
2	ALBANIA	63	GUYANA
3	ALGERIA	64	HAITI
4	ANDORRA	65	HONDURAS
5	ANGOLA	171	HONG KONG
6	ANTIGUA AND BARUDA	66	HUNGARY
7	ARGENTINA	67	ICELAND
8	AUSTRALIA	68	INDIA
9	AUSTRIA	69	INDONESIA
10	THE BAHAMAS	70	IRAN
11	BAHRAIN	71	IRAQ
12	BANGLADESH	72	IRELAND
13	BARBADOS	73	ISRAEL
14	BELGIUM	74	ITALY
15	BELIZE	75	IVORY COAST
16	BENIN	76	JAMAICA
170	BERMUDA	77	JAPAN
36	CONGO	78	JORDAN
107	COOK ISLANDS (New Zealand)	79	KENYA
37	COSTA RICA	80	KIRIBATI
38	CUBA	81	NORTH KOREA
39	CYPRUS	82	SOUTH KOREA
40	CZECHOSLOVAKIA	83	KUWAIT
41	DENMARK	84	LAOS
42	DJIBOUTI	85	LEBANON
43	DOMINICA	86	LESOTHO
44	DOMINICAN REPUBLIC	87	LIBERIA
45	ECUADOR	88	LIBYA
46	EGYPT	89	LIECHTENSTEIN
47	EL SALVADOR	90	LUXEMBOURG
48	EQUATORIAL GUINEA	91	MADAGASCAR
49	ETHIOPIA	92	MALAWI
50	FIJI	93	MALAYSIA
51	FINLAND	94	MALDIVES
52	FRANCE	95	MALI
53	GABON	96	MALTA
54	THE GAMBIA	97	MAURITANIA
55	REPUBLIC OF GERMANY	98	MAURITIUS
57	GHANA	99	MEXICO
58	GREECE	100	MONACO
59	GRENADA	101	MONGOLIA
	GUAM (See State Codes)	102	MOROCCO
		103	MOZAMBIQUE

104 NAURU  
105 NEPAL  
106 NETHERLANDS  
107 NEW ZEALAND  
108 NICARAGUA  
109 NIGER  
110 NIGERIA  
111 NORWAY  
112 OMAN  
113 PAKISTAN  
114 PANAMA  
115 PAPUA NEW GUINEA  
116 PARAGUAY  
117 PERU  
118 PHILIPPINES  
119 POLAND  
120 PORTUGAL  
121 QATAR  
122 ROMANIA  
154 RUSSIA  
123 RWANDA  
124 ST. KITTS AND NEVIS  
125 SAINT LUCIA  
126 ST. VINCENT AND  
GRENADINES  
127 SAN MARINO  
128 SAN TOME AND PRINCIPE  
129 SAUDI ARABIA  
130 SENEGAL





