Nuventive Improve Security Access Request

Send completed and signed form by email to academicaffairs@ferris.edu.

Employee Information

Use the same name as entered into Banner (i.e., Michael Smith, instead of Mike Smith)

Last Name: _____ First Name: _____

Active Directory User ID (as used to log on to your computer): _____

Email Address: _____

Phone Number: _____

Agreement & Approval Signatures

Nuventive Improve is the University's official system for documenting assessment data, including but not limited to, methods, results, and actions of course, program, and university-level learning outcomes. These records may be viewed by external stakeholders, such as accrediting teams, and must be verifiable. By taking a user role within the system, you agree to assure that all information entered can be verified for accountability purposes and is an accurate representation of the findings of assessment.

I understand the provisions and guidelines described above and accept personal responsibility for compliance:

Signature of Employee _____ Date _____

Signature of Departmental Supervisor _____ Date _____

Signature of Reporting Dean _____ Date _____

Reporting and Assessment Unit Access

College/Department assessment units include all programs (majors, minors, certificates) and courses within that group.

		Security Roles**		
		Admin	User	Reports Only
1. College Reporting Unit:				
2. Department:				
Optional Designations*				
3. Program(s):				
4. Other Reporting Unit(s):				

*Optional Designations
- **Program(s):** List programs for which the user needs a higher level of access than listed for Department.
- **Other Reporting Units:** For a complete list of available reporting units that include specialized accreditation units and initiatives, visit ferris.edu/HTMLS/administration/academicaffairs/Assessment/improve.htm.

**Security Role Definitions
- Admin – Complete access to the unit. Includes: entering high-level goals for the unit, assigning courses to the unit, entering plans, recording results, and running reports for the unit.
- User - Limited access to the unit. Includes: recording results and running reports.
- Reports Only – Limited to report generation. Cannot access data entry screens.