

Rules for providing Faculty access to ASIS:

There are to be three people assigned within each Faculty:

1. Associate Dean Undergraduate
 - a. Assumes all Policy 8 responsibilities for that Faculty's use (including making sponsored users aware of their responsibilities)
 - b. Has authority to sponsor users
 - c. Responsible for all user activity of all sponsored users.
2. Technical Person to manage the Faculty's interaction with ASIS
 - a. The principal technical person for that Faculty's use
 - b. Responsible for ensuring usage meets all UW security standards and procedures
3. Technical resource person to provide user assistance/instruction to that Faculty
 - a. Provide day to day help to users sponsored by the AD undergraduate
 - b. Create and maintain instructional material as appropriate

All users are treated as reasonable and responsible agents.

All activity will be logged so that an audit trail exists for all interactions.

Individual users must be aware of their [University of Waterloo Policy 8](#) responsibilities.

It should be expected that any data stored on a student (e.g. notes) could one day be provided to that student upon their request.

Once approved, the responsible person in the Faculty (AD undergrad or their designate) will be assigned a role within ASIS that enables them to create, update, and otherwise maintain the list of users they sponsor.

ASIS is located at advising.uwaterloo.ca

Passed by the Mathematics Faculty Online Advising Tools Management Board, July 12, 2013.
(See [minutes of meeting on that date.](#))