Instructions for Providing Access to EAB’s Student Success Software Platform at IUPUI

1. Access coordinator will request access for person using the Access Request form in ARMS:
   https://arms.iu.edu/accessRequest/
   Click ‘EAB-Student Success Collaborative (SSC): Access for Advising and Analytics’

2. Enter the user name of the person needing access and verify that FERPA training and the Acceptable Use Agreement have been completed:
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3. Enter the campus for which access is needed (each individual can have access at only one campus) as well as the level of access requested. Generally academic advisors should have ‘SSC Advisor’ roles and administrators (e.g., deans, department chairs) should have the ‘SSC Advisor and Analytics’ so that the individual can access institution, school, and program-level dashboards depicting students’ status (green vs. yellow vs. red). Enter the rationale for the access request.
4. Access will not be approved until it has been verified by Education Advisory Board staff that the person for whom the access has been requested, has indeed completed the required training.

5. Once training has occurred, the trainer will send the confirmation to the SR data managers (listed above in the confirmation message) and the access request form will be approved generally within two business days.