

What is an NSU ID?

Nova Southeastern University will soon be utilizing a unique, computer-generated number to identify students, faculty, and staff in the majority of NSU's systems. This new ID number will be known as the "NSU ID". It will be used instead of Social Security numbers in order to protect the privacy of individuals in the University community.

The upcoming effort to replace the use of Social Security numbers as the primary identification value in NSU's central administrative system, Banner, will provide increased privacy and security for NSU students and employees.

The structure of the new NSU ID will be a 9 character value beginning with the letter "N", followed by an 8-digit system-generated number. An online process external to Banner will be developed to provide an efficient method for the retrieval of the new generated Banner ID. This process will allow Banner users the ability to obtain the generated ID from a given social security number.

I. Collection and Release of the Social Security Number

Students

Nova Southeastern University requests that a student provide a Social Security Number at the time of application to the University. The Social Security Number will not be used as the student ID number but will be provided to entities requiring Social Security Number, including but not limited to the federal government for financial aid and Tax Relief Act (1997) reporting, Immigration and Naturalization Service, and as required by court order in accordance with the Family Educational Rights and Privacy Act.

Employees

Nova Southeastern University requires that an employee provide a Social Security Number at the time of employment. The Social Security Number will not be used as an Employee ID number for internal University uses, but will be provided to external entities requiring Social Security Number, including but not limited to federal, state and local governments, insurance carriers, and retirement programs. Affiliates or vendors of NSU will be required to provide a Social Security number for mandated tax reporting purposes.

II. Regulations

A. Systems purchased or developed by Nova Southeastern University will not use Social Security numbers as identifiers unless required by law or business necessity.

B. All Nova Southeastern University employees, students and other individuals that require an identifying number, will be assigned a unique identification number that is not the same as, or derived from, the individual's Social Security number.

C. Systems purchased or developed by Nova Southeastern University will use Social Security numbers as data elements only, not as keys to databases.

D. Nova Southeastern University systems will not display Social Security numbers visually, whether on computer monitors, or on printed forms or other system output, unless required by law or business necessity.

E. When databases require Social Security numbers, the database will automatically cross-reference between the Social Security number and other information through the use of conversion tables with systems or other mechanical mechanisms.

III. Retrieve the NSU ID

A. Current students and Employees

Students and employees can retrieve and view their NSU ID. To access the NSU ID, students and employees must:

1. Access the web site at _____.

My NSU Identity

Your NSU ID & PIN

Your NSU ID and PIN allows you access to WebSTAR. Learn about WebSTAR

Your NSU ID:

- Is Nine characters
- Begins with "N" followed by 8 digits

Your PIN:

- Consists of 6 characters
- Will be received in the mail
- Your NSU ID allows you to access WebSTAR

[Retrieve Your NSU ID](#)

[Retrieve Your NSU PIN](#)

[Have Not Received a PIN?](#)

Your NSU Email Name & Password

Your NSU Email Name and Password is given to you when you request or are assigned an NSU Email Account. Example: NSU Email Account - janedoe@nsu.nova.edu, your NSU Email Name - janedoe

Your NSU Email Name and Password is used for:

- Your WebCT Login
- Your NSU WebMail Account
- Security access to various NSU Web Applications

Create Your NSU Email Account

[Student Email Account](#)

[Faculty/Staff Email Account](#)

2. Click [Retrieve Your NSU ID](#) .

Active NSU Students or Employees Enter:

Your NSU Email Name *	Your NSU Email Password	Last 4 digits of your SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>

* (e.g. janedoe@nsu.nova.edu -> NSU Email Name is: janedoe)

- OR -

Active Students May Enter:

Your SSN	Your WebStar PIN
<input type="text"/>	<input type="text"/>

[SUBMIT NOW](#)

After entering the correct information, the NSU ID will appear for 15 seconds and then it will auto-erase.

If students or employees have forgotten their NSU Email Password please contact the [NSU Help DeskT](#) for assistance.

If you are a current NSU Student or Employee and you do not have an NSU Email Account click on [NSU Student](#) - or - [NSU Employee](#) to create one. (Note: takes approx.30 minutes to activate)

B. Former Students & Employees

1. Alumni & Former students

- a. All NSU Alumni will be assigned an NSU ID and PIN. A secure web-based tool will allow alumni to retrieve their NSU ID using their SSN and other personal attributes. Since communicating the NSU ID and PIN to alumni is sometimes, problematic, students should contact the Office of Alumni Affairs at _____.

b. Former students should contact the Office of Alumni Affairs at _____.

2. Former employees

Former employees should contact the Office of Human Resources at _____.

IV. Banner and the NSU ID

A. Viewing Banner Records- NSU ID Unknown

When a student inquires about their record, you can assist them by requesting their NSU ID. You **cannot** and **should not** ask for their social security. Here is an example of how to request additional information to assist the student:

SAMPLE SCRIPT

Representative: "Hi! I can help you with that. What is your NSU ID?"

Student: "I do not know what it is. I received the notification to look it up, but I away from my computer indefinitely. Can you help me?"

Representative: "Sure. What is your name please?"

To search for a Banner record, do the following:

1. In the 'Direct Access' block, type **SPAIDEN**.
2. Type the student's name using 'Last Name, First Name' (e.g. Smith, John).
3. Press Enter.

Search Results: [dropdown arrow] 21

Person Search Detail: [icon] Non-Person Search Detail: [icon]

Reduce Search By

Person Non-Person Both

Enter search criteria then press Execute Query or Search button to reduce search.

City: [text box] SSN/SIN/TFN: [text box]

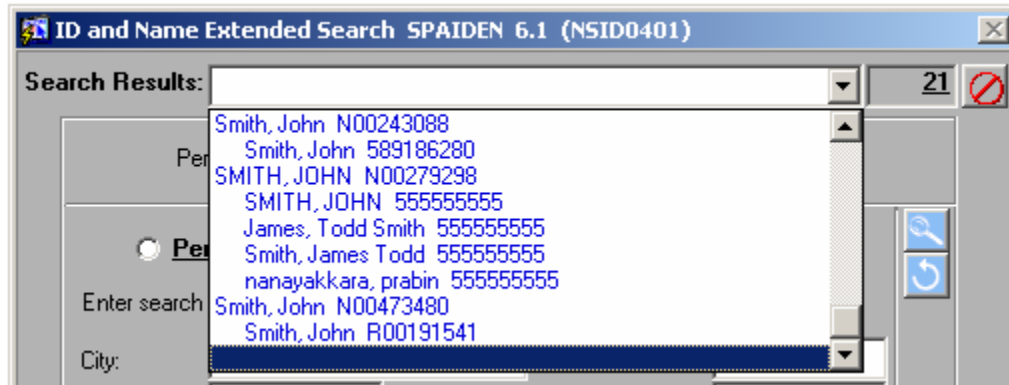
State/Prov: [text box] Date of Birth: [text box]

ZIP/PC: [text box] Gender: [text box]

Name Type: [text box]

Press Enter Query or Clear button to clear search criteria.

4. Click the drop-down arrow **Search Results:** [dropdown arrow] .
5. Ask the student to verify his or her last 4 digits of their social security number.



6. Highlight and select the student's record.
7. Press *Enter* and the name will populate. Verify the name.
8. Then press *Tab* to view the desired Banner record.

ID:

Gender: Male Female Not Available

Date of Birth: Age:

SSN/SIN/TFN:

Confidentiality

Citizen: U.S. Citizen

Ethnic: Decline to Respond

Marital:

Religion:

Legacy:

Vet File No:

Veteran Category:

Active Duty Separation Date:

Deceased

Deceased Date:

Only the last four digits of the SSN will display in the Social Security Number field.

B. Performing an Alternate Student Search

You can also search for a student record using another Banner form. *Remember: You **cannot** and **should not** ask for their social security. Here is an example of how to request additional information to assist the student:*

SAMPLE SCRIPT


Representative: “Hi! I can help you with that. What is your NSU ID?”
Student: “I do not know what it is. I received the notification to look it up, but I away from my computer indefinitely. Can you help me?”
Representative: “Sure. Please give me your name and the last four digits of your social security number?”

1. In the ‘Direct Access’ block, type **GUIALTI**.
2. Enter %1234 (last four digits of the SSN) in the SSN/SIN/TFN field.
3. Enter the Last Name and First Name in the appropriate fields.

SSN/SIN/TFN	ID	Entity	Last Name	First Name	Middle Name	Birthdate
%3458			Smith	John		

4. Press **F8** or click the  to *Execute Query*. A list of students will populate.

SSN/SIN/TFN	ID	Entity	Last Name	First Name	Middle Name	Birthdate
*****3458	457473458	P	Smith	John	W.	30-MAR-1979
*****3458	N00221949	P	Smith	John	W.	30-MAR-1979

5. Highlight the desired record and click  to select the record.

C. Banner Forms

There are select Banner screens that will be replaced by new forms. These new forms will have the same information. Only the last four digits of the SSN will be displayed. The preceding digits will be covered by the letter “x” (e.g. xxxxx0438).

Banner General Person Form		NSU Replacement Form
ROAPERS	Financial Aid General Person	RZAPERS
SPAPERS	General Person	SZAPERS

VI. Frequently Asked Questions

1. Which ID will students, faculty, and staff use to login to WebSTAR? After conversion from SSN to NSU ID, students, faculty, and staff will use their assigned NSU ID as their User ID and PIN number to access WebSTAR.

2. Will my NSU ID appear on paychecks?

No. Your Social Security number will still be used in Payroll and printed on your paystub.

3. How will Nova Southeastern University use my Social Security number?

Nova Southeastern University follows all legal requirements for the use of Social Security numbers. Your SSN is handled in a confidential manner, and will not be used as a record number in NSU's systems. It will be used for mandatory functions such as tax reporting to federal and state government agencies. It will also be used with insurance and retirement programs and other official University business activities where deemed appropriate.

4. Why does Nova Southeastern University use a Social Security number policy?

In response to the growing concern regarding identity theft and the confidentiality of individual Social Security numbers (SSNs), Nova Southeastern University established a project team with both functional and technical campus representatives, to implement a unique, non-SSN campus identifier for students, faculty and staff. As part of that effort, NSU's administration has adopted a Social Security Number Policy to inform and direct campus units on the proper and improper collection and disclosure of an individual's Social Security number. It is the intent of the University to take the necessary precautions to protect the identity of everyone in the University community, including students, faculty, and staff.

It is important to note that an individual's Social Security number, where appropriately collected, will remain a part of every student, faculty, or staff member's official records, as it will be required for certain business and services like payroll and student financial aid. It is the University's intent to protect this confidential information for all individuals by informing all constituents how the number will be used. For more information on how the University uses Social Security numbers, please review [NSU's Social Security Number Policy](#).

5. If a student, staff, or faculty member forgets their NSU ID, will NSU staff have access to lookup their records using the SSN?

In general, the NSU staff will not have access to lookup students' records using the SSN. Students will be encouraged to memorize their assigned NSU ID and will have access to a secure, web-based tool to look it up if they forget. NSU employees will use the Banner “Name Search” method to look up students records when the NSU ID is unavailable.

6. Is the NSU ID a unique identifier for the students forever, or will it be removed/reused after the student graduates?

The NSU ID is a unique identifier for students, faculty, and staff, and will never be removed or reused for another person.

7. Will NSU Alumni receive an NSU ID or will they continue to use their SSN to request transcripts, and to access WebSTAR?

Alumni students will be assigned an NSU ID and PIN. A secure web-based lookup tool will allow alumni to retrieve their NSU ID using their SSN and other personal attributes. Since communicating the NSU ID and PIN to alumni is sometimes problematic, procedures will be put in place to assist alumni reach the services they need (via phone and email). Efforts should be made to encourage alumni to use their WebSTAR access to request services and keep in touch with the university.

8. Will all assigned NSU IDs be accessible to everyone in all centers?

The NSU ID Project will replace the SSN as a primary identifier of students and employees records. The personnel that use the SSN today to lookup records will use the NSU ID after the data conversion. As is the case with SSNs today, lists of NSU IDs will be limited to those who need this information to perform their jobs functions.

9. When will publicity for the NSU ID Project begin?

The NSU ID Project publicity will start the beginning of March, 2005.

10. Who will notify students, faculty, and staff about the NSU ID Project and when the ID conversion will take place?

OIT will send appropriate notifications to students, faculty, and staff about the NSU ID Project and the conversion date via email and others means.