



STEERING COMMITTEE RECOMMENDATION APPROVAL REQUEST

Process: Student ID/Business Partner Number Assignment

Description of Recommendation:

Campus Management (CM) requires a Student ID and Business Partner (BP) Number for each student in the system. It is desirable to move away from using Social Security Number (SSN) as the key identifier for students for obvious privacy reasons and due to the fact that all students do not have SSNs. In our opinion, the best solution for UM is as follows:

- Student ID will be internally generated by CM as part of the admissions process.
- Student ID will be 10 digits (all numeric) in length. Viable options are 8, 9 or 10 digits – the choice of 9 digits was rejected so as to not confuse this new number with existing SSN assignments.
- Student ID will be displayed on student ID cards rather than SSN.
- The BP Number will be the same as the Student ID (see related issues).
- Student ID will be generated from a pre-determined range that does not conflict with existing FI-CO profit center numbers (alphanumeric).
- Departments that deposit funds with the Bursar's Office will require a BP Number assignment. For ease of use, these BP Numbers will be externally assigned to match the corresponding profit center number.
- At the time of creation of new profit centers, the profit center number, fund center and BP Number will be assigned together by the Accounting Office.

Underlying Opportunities:

- The decisions surrounding Student ID and BP Number are core to all of CM, including Student Accounting and third party systems that interface with CM. Careful consideration of available options will directly affect subsequent configuration and implementation. A related opportunity is the review and standardization of interfaces to third party systems.

Pros Supporting the Recommendation:

- All students will have uniformly assigned and permanent identifiers that can be used throughout the student life cycle.
- This proposal supports the objective of moving away from using SSN as a key identifier.

- An internally generated Student ID is less prone to data entry errors and subsequent identity issues.
- The choice of using identical numbers for FI-CO and business partners promotes usability and efficiency.

Cons Against the Recommendation:

- Possible costs associated with making the conversion from SSN to Student ID as a key identifier in third party systems.
- Possible costs and inconvenience to reissue ID cards.
- The decision to synchronize Student ID and BP number may be premature due to ongoing CM development, particularly with regard to how recruiting and prospect tracking will be handled in the context of SAP's Customer Relationship Management (CRM) solution.

Issues, Concerns, or Currently Unresolved Aspects of the Recommendation:

- Currently, the Bursar's Office handles payments other than traditional student fees, e.g., employee and external third party A/R. Any billing/accounts receivable solution should have as its objective one bill per individual customer. There are unresolved issues related to multiple business partners, and several technical options are available.
- ID cards will need to be re-issued to support these changes. The ID Center is planning for a major upgrade of its system in Fall 2003. An open issue is when to reissue cards and in what manner (transition or complete replacement).
- The details of handling cases in which students become employees and employees become students have not been determined. For example, what number should be displayed on ID cards for employees and how will the ID Center track changing roles.
- There are obvious implications for other software applications that require feeds to and from CM. Extensive research has been conducted to identify these applications and clarify their needs (see attached spreadsheet). In summary, it will be necessary to include SSN in any feeds for those systems that must use it as a key identifier.
- Some third party systems, e.g., the library patron tracking system, will require the ability to get a feed that includes Student ID, SSN and the ID card identifiers such as the barcode and magnetic strip code. For this reason, it may be advantageous to store these values (via an ID Center upload) as part of the CM Student File.
- There may be technical barriers to keeping Student ID and BP Number synchronized depending on future choices by the CM development team in Walldorf.

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For further information about this recommendation, contact:

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