

LUSI Access: Policy and Procedures

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Version	Description of update	Updated by	Date Effective
4.0	Approval		February 2021
4.1	Initial Review		February 2022
4.2	Periodic Review 12 months		February 2025
4.3	Academic automatic access as per contract section 1	SPA LB	August 2025

Version control:

Version	Date	Author	Summary of change
4.0	07.10.2021	Andrew Newman	Addition of Appendix 1: LUSI Profiles v1.0
4.1	21.06.2021	Andrew Newman	Appendix 2 updated, including a link to the LUSI Profiles grid.
4.1	21.06.2021	Andrew Newman	Section 'Wherever possible, user access is restricted to the minimum level appropriate to that user's LUSI Profile group' updated.
4.2	21.10.2024	Alison Mullan	Removal of reference to International Study Group (no longer a partner) and amendment of 'Assistant Deans' to 'College Community Assistants'
4.3	07.10.25	Alison Mullan	Approval of updates provided by Student Records Transformation Support, to note changes to academic profile and automation of revocation of LUSI access on termination of HR contact

Access Policy and Procedures

Student Education Services (SES) Division is the institutional custodian and primary business user of post-admissions student information (with Recruitment, Admissions and International Development - RAID as custodian and primary user of applicant records). As such, SES is responsible for determining who has access to which elements of the student record system, in accordance with this Policy. Responsibility is delegated to RAID for access to LUSI admissions functions.

Any member of staff requiring access to LUSI must make a formal [application](#) to the Student Systems and Data Quality team. When a user applies for access to LUSI (online and/or desktop), the Student Systems and Data Quality team in SES will adhere to the following policy and procedures in granting access.

1. The Student Systems and Data Quality team will only grant access to LUSI to staff who:
 - a) have made a formal application for access; and
 - b) have approval from their line manager to request access; and
 - c) have an active IT account and HR appointment; and
 - d) have completed ISS Security training or bespoke ITP training as appropriate.

Read-only access to the academic profile will be automatically granted to academic staff upon application, subject to verification of a valid HR contract. There is no requirement for academics to have access to LUSI Desktop as their business activities are supported through LUSI Online.

2. In order to determine the appropriate level of LUSI access to be granted, the Student Systems and Data Quality team will cross-reference the applicant's stated reasons for requiring access to LUSI with the applicant's HR role and the LUSI User Profile Matrix (which is held and managed by SES) LUSI Users are allocated a LUSI Profile. The LUSI Profile determines access to LUSI Online and/or LUSI Desktop and associated access to widgets / forms. More information is available on [the A - Z Glossary Profiles page](#).
3. Access to LUSI for non-Lancaster University staff is normally limited to a small number of staff in international and UK teaching partners, as detailed in their Memoranda of Agreement.
4. Students' Union (LUSU) staff are not permitted access to LUSI.
5. If a LUSI access request comes from someone whose primary association with Lancaster University is as an Undergraduate student, access to LUSI will normally be denied, unless exceptionally authorised by the Director of Students, Education and Academic Services.

If the student's HR role is College-based (e.g. College Community Assistant, usually a role limited to Postgraduate students), the user will be granted access only to the Deanery and Welfare application, as authorised by the Academic Registrar.

6. As the Graduate Teaching Assistant (GTA) is undertaking a placement as part of their academic programmes they do not have a HR contract. As such, there is no contractual basis to assign LUSI permissions.
7. Every month, an automated report will identify those with access to LUSI whose HR role has changed or ended, and access to LUSI will be revoked.
8. Where users are granted access to LUSI for specific time-limited activity (e.g. registration), that access will be revoked by the Student Systems and Data Quality team once that activity has been completed. Revocation dates will be determined by the Student Systems and Data Quality team in consultation with relevant business owners.
9. The University will undertake recertification employing a risk-based approach, drawing on the LUSI roles matrix, as follows:

- Tier 1 roles (Student and Programme Administration and ISS super users) will be reviewed monthly and signed off by the Academic Registrar.
- Tier 2 roles (e.g. departmental administrators) will be reviewed every 6 months; and
- Tier 3 roles (users with limited privileges) will be reviewed on an annual basis.

LUSI Systems and User Management

LUSI comprises a number of integrated systems and applications that allow staff to access and manage student information. The primary systems in use are LUSI Desktop, LUSI Online and the LUSI Portal.

LUSI Desktop (Department Administrator only outside SPA) contains specific applications including:

- Student Record System
- Course Handbook
- UG Marks
- PG Marks
- Fee Billing
- Ceremonies
- Reports
- Deanery and Welfare via LUSI Portal
- More information is available on the [LUSI Answers pages](#)

LUSI Online provides access to the following applications:

- Students
- Courses
- Fees
- Validate
- BOLT ON: Disciplinary Incident Reporting
- BOLT ON: StREAM User Hierarchy Organisational Unit Access Level (SEA)
- More information is available on the [LUSI Answers pages](#)

LUSI Staff Portal (Department Administrator only outside SPA) allows staff to access specific information including:

- Academic Timetable
- Exam Timetables
- Course Approvals and Information Tool (CAIT)
- College and Academic Advisees
- Marks Calculator
- Module and Programme Catalogue
- More information is available on the [LUSI Answers pages](#)

LUSI Users are defined into User 'Profile' types, which determine levels of access. These include:

- System Administrators – have full, unrestricted access to LUSI (including ISS Developers and the Student Systems and Data Quality team)
- Owners – have specific responsibility for granting access to particular applications (see Table 1 below)
- Departmental Administrators – have read/write access to specific areas of LUSI relevant to their roles (marks input, student attendance monitoring etc.)
- Academic user has read access to specific area of LUSI online relevant to their profile (interactive transcript, student personal details and attendance)
- For further information - [A-Z Glossary Profiles](#)

Wherever possible, user access is restricted to the minimum level appropriate to that user's LUSI Profile group.

- Users in a Profile have access to view all students in their associated 'institution' to allow student support in a range of circumstances.

- ii) Edit rights are mapped to a user's department or faculty. If a user requires access to information sets for multiple departments this can be approved by their line manager and submitted to the Student Systems and Data Quality team for action. If the user has either a dual HR role or works cross- departmentally, then access to this data is granted upon approval from the relevant Application Manager (see Table 2 below)
- iii) The Security Application Access privilege allows a user full, unrestricted access to LUSI Desktop, to create, edit and manage users, grant permissions and run reports on user access. It is the responsibility of the designated LUSI Owner to approve access to the Security Application Access privilege.

Table 1: LUSI Application Managers

LUSI Application	LUSI Owner with authority to grant user access
LUSI Online: Undergraduate Admissions	Head of Admissions and Outreach
Deanery and Welfare	Academic Registrar
LUSI Desktop	Academic Registrar
LUSI Online	Academic Registrar

Table 2: HR roles not signed off by Line Manager (for staff with more than one role)

Role holder	LUSI Owner with authority to grant user access
College Principal	Academic Registrar Head of College Operations
College Manager; College Dean; College Senior Advisor; College welfare officer	Academic Registrar Head of College Operations
College Community Assistant	Academic Registrar Head of College Operations

Review

This document will be reviewed by the Academic Registrar, in consultation with key stakeholders, after 12 months of operation to assess its fitness for purpose.

Thereafter, every three years SES will undertake a review to identify:

- a) whether the Policy remains fit for purpose; and
- b) whether the procedures detailed in this document are being applied consistently and remain appropriate.

The review of the findings, together with any recommended changes to policy and/or procedure, will be reported to the Director of SES and the Director of ISS for their consideration.