# HOW TO OBTAIN ACCESS TO SIRI STUDENT REPORTS

In order to obtain access to SIRI Student Reports, you will need access to a computer and a connection to the internet.

1) Point your browser to the InfoSource Request Access page located at:
https://isonline.buffalo.edu/infosource/general_info/signup/reqaccess.html

2) Scan down the page to the "Student Records" section. Complete the survey located at:
https://vovici.com/wsb.dll/s/8727g4a2f5.

3) Send an email to HUB-SR-ACCESS-LIST@listserv.buffalo.edu indicating that you have completed the survey.  You can do this easily by clicking the "Office of the Registrar" link.  That will open up an e-mail box.  Type a message indicating that you have completed the *Student Records Data Access Survey* and that you would like access to *SIRI Student Reports*.

4) Log on to SIRI to activate your account.  You log on using your UBIT name and password, and the SIRI web address is https://siri.buffalo.edu.  Complete login and navigation instructions are included in the SIRI Users Guide for Student Dashboard, located at:
http://apb.buffalo.edu/UBSIS/StudentSIRIUserGuide.pdf.

5) Once approval is obtained from the Registrar, your request will be forwarded to Donna Czaja in Business Services (SIRI Trustee), for processing.  Donna will contact you once your *SIRI Student Reports* access is established.