SITS – the University’s student information system – contains vast quantities of data, recording all aspects of the student’s registration at the University. It is imperative that we (Brunel University) take all reasonable steps to protect this data; thereby ensuring its confidentiality and its accuracy.

‘SITS’ refers to the SITS Client and eVision web portal.

This policy documents the principals governing access to the SITS system and is adhered to by the SITS Data Management office, when granting new or revised system access privileges.

- Only members of staff, whose place of work is within the United Kingdom, can be granted access to the SITS Client system.
- All registered users of the system must be named, no generic user accounts are permitted as this ensures accountability.
- All users – comprising staff and students (excluding applicants and past students) – must have an active network account, issued by the University’s Computer Centre. Where SITS Data Management is notified to the contrary, including notifications of email non-delivery, the user account is de-activated.
- Where a member of staff has not logged into SITS in six months (180 days), the account will be de-activated and the user will no longer be able to log in. To re-activate a user account please email sdm@brunel.ac.uk.
- A user’s line manager – excluding academic members of staff – will be notified when a user account has been requested.
- All members of staff who have left the University will have their SITS accounts de-activated and will no longer be able to access SITS.
- The following standards of password security are enforced to ensure passwords are as secure as possible:
  - passwords are case sensitive;
  - a minimum password length of six characters;
  - a password life of 90 days;
  - be alphanumeric;
  - previously used passwords are not permitted.
- Upon entering SITS Client you must change your issued password (via the PWD screen). Not doing so will result in loss of access to the system. If you are unsure how to change your password, please contact sdm@brunel.ac.uk
- In order to use the eVision system, you must have JavaScript and session cookies enabled. If you are unsure how to do this please consult the help documentation for your internet browser. We are unable to provide further information on this due to the number of internet browsers.