

# San Francisco State University

## SSN Conversion Project

### October 2004

## Top Ten Things You Should Know...

**When's conversion?** August 2005 – before the Fall semester begins.

**How will I get my SFSU ID?** We'll notify you via snail & email. Also, when you pick up your new OneCard Faculty ID your SFSU ID will be printed on the front of your OneCard.

**When will I get my new OneCard?** They will be distributed in August 2005 around two to three weeks before conversion.

**Can I use my OneCard right away?** Your new OneCard will have an activation date – effective after conversion is completed – and can't be used before this date.

**What if I forget my SFSU ID?** There will be a web page for you to look up your new SFSU ID using your SSN and PAC.

**Will everyone be converted at the same time?** Yes. All faculty, staff and students will begin using their SFSU ID instead of their SSN at the beginning of the Fall 2005 semester.

**I'm faculty, what if I don't know a student's SFSU ID?** There will be a web page for you to look up a student's SFSU ID. It will also appear on web class rosters & web grades for ID purposes.

**Is the SFSU ID a secret number?** Treat your SFSU ID and a student's SFSU ID in a similar manner as you did SSN. It is unique to our campus so identity theft won't be a concern. However, a SFSU ID is not 'Directory Information'. Keep it secure.

1. San Francisco State will use a new SFSU Identification Number (SFSU ID) to identify faculty, staff and students. The SFSU ID will be a 9-digit number and will begin with '9'. Please note your PAC (Personal Access Code) will not change.
2. Social Security Numbers (SSN) in online systems throughout the University will be removed or converted to a new SFSU ID *before the start of Fall 2005*. The final date for conversion from SSN to SFSU ID will be announced at the beginning of summer.
3. After conversion you will use your SFSU ID and PAC to sign on to web applications such as [www.sfsu.edu/faculty](http://www.sfsu.edu/faculty) for class rosters and web grades. Students will access [www.sfsu.edu/student](http://www.sfsu.edu/student). You will also use a SFSU ID instead of SSN to access and print student records.
4. The University will still be required to collect SSN for reporting and taxation purposes. Use will be restricted and governed by the SFSU University Identification Number Policy (see attached).
5. Those who need future access to a SSN will request it through the designated Custodian of Records noted in the SFSU Confidentiality and Information Security Plan at <http://www.sfsu.edu/~admisrec/reg/ferpa.html>.
6. SFSU employee and student ID cards (OneCard), will display the new 9-digit SFSU ID number. New cards will be issued to all existing cardholders in the summer before conversion.
7. Faculty, staff and students should carry both their old and the new OneCard ID's during the conversion period. Your new OneCard will have an activation date, effective after conversion is completed. After conversion, be sure and dispose of your old OneCard in a secure manner.
8. Conversion will take approximately one week for the University enterprise administrative computer systems. SIMS and other primary systems should be available for inquiry and display but not updating. As conversion and testing is completed, full access will resume. All users will be notified about the status of systems via email and on web applications.
9. Ancillary systems in academic and administrative departments will be converting and modifying their systems. They will be converting or deleting data containing SSN as necessary. Forms and paper documents should also be changed to request SFSU ID rather than SSN. All of these activities are being synchronized with the conversion of the University enterprise administrative systems.
10. We will have a new web site with more details about the SSN conversion in Spring 2005. In the meantime, if you have any questions, please email Suzanne Dmytrenko, Registrar at [suzanne@sfsu.edu](mailto:suzanne@sfsu.edu).