San Francisco State University
SSN Conversion Project
October 2004

Top Ten Things You Should Know…

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 for class rosters and web grades. Students will access 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.