

DATATEL COLLEAGUE REQUEST FOR ACCESS

Use this form to request access to the interactive Datatel information system. Each person requesting access must submit a separate form.

Name: _____ Campus Address: _____

Describe how you will use the information: _____

Date access is to begin: _____ Date access is to end: _____

You will be given access to university information only with the understanding that your access is necessary in the performance of your duties, or in pursuing educational interests. You are not to release any information to others unless they are also approved for access. In accordance with the Family Educational Rights and Privacy Act (FERPA), student information is confidential and is to be released to other employees only when in the academic best interests of the student.

Confidential information may not be released to third parties. Further, directory information cannot be used for group, club or personal gain.

Students have the option, at the time of registration, to indicate that they wish to have directory information specified as confidential. If information that you are being given access to contains information about students who have requested confidentiality, you must respect that request and never release any information to anyone under any circumstances.

Student employees should not have access to student files which contain confidential information without appropriate training and direct supervision by a career employee. When a student employee leaves school, or an employee transfers between departments, their access should be modified or closed.

By signing this form, you promise to use your access to university information in a responsible manner, consistent with FERPA guidelines, State and university guidelines, and that violations of these policies could result in disciplinary and/or legal actions.

Signature of Person Requesting Access

Date

Email Address

Datatel Signon (If none, so state)

Departmental Approval: _____ Date: _____
Signature of Department Administrator

Approval: _____
Application Leader

Approval: _____
Module Leader(s)

Security Access(es) Approved: _____

