

# Request for Access to UNL Online Student Information Systems

## Information About the Person Needing Access:

(Please print or type)

User's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Full-Time  Part-Time  Student

Campus Address, Zip: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you replacing a former user?  Yes  No

If yes, person's name: \_\_\_\_\_

## Information About the Application System:

Check the systems for which you are requesting access.

SIS+  
*Online system for admitted students,  
registered students, and course offerings*

I need to view:

All Students

Only the following students:

My College

General Studies

Graduate

NU View  
*Online system for applicants for  
admission*

I need to view:

Undergraduate students

Graduate students

## Authorization:

Dean's/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

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## Setup: (for office use only)

Request Granted:  Yes  No

Signature: \_\_\_\_\_

RACF ID: \_\_\_\_\_

SIS+ Operator ID: \_\_\_\_\_

SIS+ Template: \_\_\_\_\_

Date Setup Completed: \_\_\_\_\_

Return form to Registration and Records, 59 Canfield Adm Bldg, 0416, FAX: 2-0736

Name \_\_\_\_\_  
(Please Print or Type)

Department \_\_\_\_\_

## Statement of Understanding on Use of Student Records

It is imperative that each employee understand and accept the responsibility of working with confidential student records. The Family Educational Rights and Privacy Act mandates that student academic records are to be kept in confidence. Normally, non-directory information cannot be disclosed to a third party without the student's written permission. Unless written permission is obtained, the discussion, use, or access of student records is limited to job-related, legitimate educational interests.

The security required for the processing and maintenance of student records extends to the use of computer records as well as paper and microfilmed records. Student information entered in any computer data base must not be altered or falsified in any manner, and the use or access of these records must be limited to job-related, legitimate educational interests.

Some examples of inappropriate use of student records are:

1. Discussing any student record with any person without a legitimate educational interest. This pertains to discussions on or off the job.
2. Removing any document from the office for non-business purposes. Confidential student academic records should not be taken home.
3. Accessing or reviewing a student academic record without a legitimate educational interest (need-to-know).
4. Releasing any non-directory\* student information to any individual (including parents) without the student's written permission.
5. Releasing any non-directory\* student information to any student or university organization without the student's written permission.
6. Leaving reports or computer screens containing confidential student information in view of others who do not have a legitimate educational interest in the data.
7. Making personal use of the student information.
8. Allowing another person to use your computer access code.
9. Leaving your computer terminal unattended if "logged on" to a student database past the point of sign-on and security procedures.

Any unauthorized use or misuse of confidential student records is grounds for dismissal from the institution. I understand and acknowledge my responsibilities when accessing confidential student records.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

\*The only information which can be released to a third party without student permission is directory information. Directory information includes the student's name, dates of attendance, degrees granted, date of degrees, college, major, classification, campus and permanent addresses, and phone numbers.

[**Special Note:** If the student has requested a restriction of their information even directory information cannot be released.]