



# REQUEST FOR ACCESS TO UNIVERSITY OF NEBRASKA-LINCOLN STUDENT INFORMATION SYSTEMS

University of Nebraska-Lincoln | Office of the University Registrar | 002 Canfield Administration | Lincoln, NE 68588

Email completed form to [registrar.security@unl.edu](mailto:registrar.security@unl.edu)

## ACCESS REQUESTED FOR:

Last Name\* First Name\* Middle Initial

Title\* Department\*

Campus Address\*

NUID\* Campus Phone\* Campus Email\*

## REASON FOR REQUEST:

- New Request
- Additional Access Request
- Student Employee
- Copy Security from Current or Former Staff Member

Copy security from:

Name \_\_\_\_\_

NUID \_\_\_\_\_

## ACADEMIC CAREERS:

Select the Academic Career(s) you need to view. Please check all that apply.\*

- ARCH
- GRAD
- LAW
- NON
- UGRD

## JOB DUTIES:

Please describe your job duties and the type of student records access needed. Please be specific.\*

Do you need access to Perceptive Experience? (Imaging System)  YES  NO

Do you need access to Degree Audit?  YES  NO  
*Degree Audit access is limited to professional/faculty undergraduate advisors.*

Do you need access to MyPlan?  YES  NO  
*MyPlan access is limited to professional/faculty advisors.*

## SUPERVISOR AUTHORIZATION:

Campus Telephone: (Last four digits only)	Campus Email:
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Dean/Director's Name:*	Date:
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Dean/Director's Signature:\*

\* Denotes required fields



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## 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 \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

*Note: The only information which can be released to a third party without student permission is public directory information. Public directory information includes the student's name, year at the University, dates of attendance, Academic College and major field of study, Enrollment status (undergraduate or graduate; full-time, or part time), participation in officially recognized activities and sports, degrees, honors and awards received, most recent educational agency or institution attended.*

*Non-public directory information is not available to the public, but is available to any University Official or student. Non-public directory information includes local address, permanent address, telephone listings and University email address.*

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

**CHECK OUT FERPA.UNL.EDU FOR MORE DETAILS**



PHONE: 402-472-2625 | FAX: 402-472-0736 | EMAIL: REGISTRAR.SECURITY@UNL.EDU

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