

Request for Access to Banner (Student Academic*) Forms, myGate Teaching/Advising Tab, or Argos

Email completed form to troberts@murraystate.edu

Name _____ M# _____

Last

First

Department _____ Position/Title _____

MSU Email _____@murraystate.edu MSU Phone # _____

I Agree

☐

I have completed MSU's online FERPA training in the last 12 months. **Note: This is REQUIRED before access is granted.** Training is available at: murraystate.edu/ferpa.

☐

I accept responsibility for complying with state and federal laws and university policies that relate to information technology and confidentiality. The privilege of access to any of the university's computer systems may be withdrawn as deemed appropriate by the supervisor of each system. I verify I have read and accept the "Access Student Data User Agreement" on page 2.

User's Signature _____

Date _____

Supervisor Section

Select

☐

This person is replacing a former employee _____ M# if known

☐

Requesting the same access as _____

☐

Requesting access to these Banner 'S' (student academic*) forms

Reason _____

Banner Forms Needed _____

☐

Requesting access to the myGate Teaching/Advising tab

Reason _____

☐

Requesting access to existing Argos Reports

Same access as _____ or Report #s _____

☐

Requesting access to student RACR degree audits

Supervisor Name (please print)

Supervisor Signature

Date

Registrar's Office Use Only

Security Classes

Sent to IT
Processed
Notified User
Added to DB

Accessing Student Data User Agreement

I verify by my signature on the “Request for Access to Banner (Student Academic) Forms, myGate Teaching/Advising Tab, or Argos” that I will comply with FERPA training regarding the proper use of student data.

In addition, my signature verifies that I will comply with all University policies and procedures as they relate to accessing or releasing student data, which include but are not limited to the following:

1. I will use my student academic security access in a responsible manner by
 - a) never leaving an unattended computer logged on,
 - b) neither giving my personal logon credentials to another individual, nor allowing an unauthorized individual to access a system after I have logged on, and
 - c) neither posting nor recording my logon credentials in a location known or readily available to others.
2. I will use the information available to me strictly for purposes related to the University tasks assigned to me.
3. I will never release confidential student information to any other party (family member, University personnel/organization, off-campus entity, etc.) unless the student has given written consent to give that specific information to the other person (and requiring identification with a photograph or the correct answer to the student’s security question) or the disclosure is permitted by one of FERPA’s exceptions.
(murraystate.edu/ferpa)
4. I will secure and limit access to any extracted data or reports that contain sensitive or confidential student data, and delete or shred such documents when they are no longer needed.
5. I will ensure all employees that report to me (including student workers) who in any way need/have access to confidential student information will receive FERPA training.
(murraystate.edu/ferpa)
6. I will use the student’s Murray State email address when I need to communicate with them regarding confidential information. When I send batch emails to students, I will put their MSU email address in the BCC (blind carbon copy) to protect the privacy of each student receiving the email.