

EmoryCard Office

EmoryCard Office Information System Access Request Form

POLICY:

This is a *request for access* to and/or use of EmoryCard Data that must be approved by the EmoryCard Office. I understand the regulations governing the use and/or release of data from the Student Information system/Human Resources and agree to follow the regulations set forth in the University's Policy on the Confidentiality and Release of Information to include Students and the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. A copy of the University policy is located on the Registrar's Web page at :

<http://www.registrar.emory.edu/ferpa/ferpa.htm>

A copy of the Emory University Policies and Procedures as it pertains to Information Technology may be found on the Web Page <http://policies.emory.edu> under Information Technology.

This form serves as request for general levels of access.

1. PLEASE PROVIDE THE FOLLOWING INFORMATION:

FULL NAME:

EMPLID:

TITLE: Network ID:

DEPARTMENT/SCHOOL:

CAMPUS PHONE:

EMAIL ADDRESS:

2. PLEASE Identify the type of access in Icard you are requesting:

3. IS THIS USER REPLACING SOMEONE? IF YES, THEN WHOM?

SHOULD THIS USER HAVE SECURITY WHICH MIRRORS ANOTHER EMPLOYEE IN YOUR DEPARTMENT?

YES / NO IF YES, THEN WHOM?

4. HOW WILL THIS INFORMATION BE USED BY THE EMPLOYEE?

User's signature Date

Supervisor's Signature and Title Date

This form supports the requested access for the named individual. User names and passwords should not be shared. This form or the renewal form (as appropriate) must be executed on a yearly basis or if there is a personnel change.