Request for Access to OnBase *(Admissions Staff ONLY)*

Banner Access for any user must be requested through the Office of the Registrar using this form.
Slate Access for any user must be requested through the Office of the Registrar using this form.

Before you are given access to any student information system, you are required to complete FERPA Training.

Please complete this form, sign the form, have your supervisor (Assistant Director or above) sign the form, and return to the Office of Undergraduate Admissions and Orientation, Wilder Tower 204. You may e-mail a scanned copy of the completed/signed form to: jtignor@memphis.edu.

This request is for:	OnBase

Name:		
	Last	*First*

UofM Email:		**U# (Banner ID):**	

Role:	Faculty	Staff	Graduate Assistant	Student Worker

Briefly describe your need for access. This information will help to determine what level of access you will be given. **Student worker access is generally limited to inquiry access.**	
Job Title / Position:	
Supervisor Name & Job Title: *Supervisor must be an Assistant Director or above.*	

- Acknowledgement of Responsibility Federal requirements mandate the protection of student academic records. FERPA applies to all schools receiving funding from the Department of Education. The University's federally awarded financial aid funding could be revoked for non-compliance.

- As an employee of the University of Memphis (or acting as an agent of the University), I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time. Such information includes, but is not limited to, student records to which I have access.

- I certify that I am aware of the University Policy/Procedure, AA3022, "Privacy of Education Records," which covers the confidentiality of student records, the improper release of information, and the improper alteration or destruction of student records. I further understand that I am responsible for reading and complying with all requirements of this procedure.

- I understand that it is my responsibility to safeguard the confidentiality of my password to the Administrative Computer System. Access to the Administrative Computer System is for my exclusive use in carrying out my responsibilities at the University of Memphis. Access is not to be shared with any other person. Furthermore, information derived from Slate CRM is not to be shared with others except in the course of authorized University business.

- I also understand that I may not adjust my own record, a relative's record, or a co-worker's record, or enter or delete any data outside the area of my employment responsibility.

- I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment.

- I have completed the FERPA Tutorial, which is a requirement for access, and the Registrar's Office should receive the automatic confirmation of completion from the LDAP database.

Requesting User's Signature	**Date**	**Supervisor's Signature**	**Date**