

1. Section 1: User requesting access completes Section 1 and signs the Confidentiality Acknowledgment
2. Section 2: Obtain signature of your supervisor or dean's office
3. Route to the appropriate department for security authorization
4. Section 3: Authorizing department marks security level and signs
5. Route to Shelly Whittaker / DoIT – Old Gym
6. Section 4: completed by DoIT
7. Originating user will be contacted for training if new functionality is requested

<p>SECTION 1: Completed by person requesting access. Bolded fields are required!</p> <p>Name:</p> <p>Department:</p> <p>Role: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Employee</p> <p>Supervisor:</p>	<p>Request Type: <input type="checkbox"/> New <input type="checkbox"/> Change Banner ID:</p> <p>NetID: CU Phone:</p> <p>CU Email:</p> <p>Specific Data/Use Requested:</p> <p>Supervisor's Phone:</p>
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CONFIDENTIALITY ACKNOWLEDGMENT

- A. Creighton has compiled certain proprietary information about its students (hereinafter “Confidential Information”) in an information system known as “Banner” (the “System”);
- B. Such Confidential Information is not public knowledge but it is proprietary and confidential;
- C. Some of the Confidential Information is protected under a federal law known as the Family Educational Rights and Privacy act of 1974, as amended (“FERPA”), and persons may access such Confidential Information only in the legitimate educational interest of the student;
- D. My job duties require that I have access to Confidential Information in the System; and
- E. My signature on this document evidences that I understand the need to protect the confidentiality of the Confidential Information and the need for non-disclosure of Confidential Information.

I agree as follows:

1. **Definition of Confidential Information.** As used in this Agreement, the term “Confidential Information” means records which contain individually identifiable information about students (except information classified as directory information).
2. **Training.** I will become familiar with, and will periodically review, the requirements imposed by FERPA, by reviewing the information which is available to me at <http://www.creighton.edu/Registrar/FERPA.ppt> If I do not understand what is required of me under FERPA, I will ask my manager for further clarification.
3. **Limited Information.** I agree that I will only access Confidential Information which I need to complete my assigned job duties.
4. **Use of the Confidential Information.** I agree to use the Confidential Information only to perform my job duties. I will not make any personal copies of the Confidential Information. I will not disclose Confidential Information to third parties or use Confidential Information for my own purposes.
5. **Ownership of the Confidential Information.** All Confidential Information is and remains the property of Creighton.
6. **No access by others.** I will not share my ID or my PIN with any third person, other than my manager or supervisor.
7. **Consequences of Failing to Follow FERPA Rules.** I understand and agree that failure to follow the requirements of FERPA can be grounds for disciplinary action, up to and including termination of my employment.
8. **No Contract of Employment.** This Acknowledgment will not be construed as a contract of employment.

(RECIPIENT)

(Recipient's Printed Name and Address)

Date: _____

SECTION 2: Completed by Supervisor

Supervisor's Signature: _____ Date: _____

My signature indicates that the security requested for the above listed person is appropriate for their job duties.

SECTION 3: Security Authorization – completed and signed by the appropriate department.

Recruit	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> Q
Admissions	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> L <input type="checkbox"/> Q
	Other: _____
Signature of Admissions Department Director: _____	
Registration	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> L <input type="checkbox"/> Q
Catalog	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> Q
Class Schedule	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> Q
Academic History	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> L <input type="checkbox"/> Q
CAPP	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> Q
General Student	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> L <input type="checkbox"/> Q
Faculty	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Building	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> Q
Signature from the Office of the Registrar: _____	
Financial Aid Applications/Common/Shared	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Needs/Budget/Packaging/Fund Mgmt	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Loan Processing	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Requirements Tracking	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Student Employment	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Financial Aid Administration	Level <input type="checkbox"/> A <input type="checkbox"/> Q
Financial Aid Information Review	Level <input type="checkbox"/> Q
Financial Aid Signature: _____	
Student Accounts Receivable:	Level _____
Students Accounts Receivable Signature: _____	
Housing:	Level <input type="checkbox"/> A <input type="checkbox"/> U <input type="checkbox"/> Q
Housing Signature: _____	
General Person Information <small>Access to these forms will be granted upon completion of training.</small>	Level <input type="checkbox"/> U <input type="checkbox"/> Q
Letter Generation <input type="checkbox"/> Email Generation <input type="checkbox"/> Job Submission <input type="checkbox"/>	
Power User <input type="checkbox"/> Special Forms/Notes:	

Section 4: Completed by DoIT

Username: _____	Completed by: _____	Date: _____
Value-Based Security <input type="checkbox"/>	Completed by: _____	Date: _____