



## Bethune-Cookman University IT Access Request Form and Confidentiality Agreement

**INSTRUCTIONS:** Please complete the first section of this form. Specify which request type and the access category you are requesting. If you are requesting access to the Jenzabar EX, you can either indicate what module and functions you will be using or reference someone in your department with the same or similar job description. Type his/her name in the *Reference EX User*.

Department	Employee Type  Temporary Employee                      Staff Administrator                                  Faculty	Hiring Date  Termination Date
Name (Last, First, Middle)	Gender  Male    Female	
Address Street:    Apt#:	Position/Title	
City:    State:    Zip:	SSN (last 5 digit)	Phone Number
Request Type  Create (New Employee)                          Modify (Existing Employee)                          Remove (Terminated Employee)		
Access Type  Faculty Wildcat Web Access                          Staff Wildcat Web Access                          Advisor Wildcat Web Access  Email Address    Telephone    ID Card Only  Jenzabar EX (Specify what module and function on the lines below)  Module:  Function(s):  Reference EX User:		
<p>Bethune-Cookman University in the conduct of its normal business collects, maintains and archives confidential academic information on students. The University, under the Family Education and Privacy Act (FERPA) of 1974, as amended, is responsible for maintaining and protecting the confidentiality of students' records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent. The act, however, permits access to confidential information by University officials who by the nature of their job have a legitimate "need to know".</p> <p>You have been identified as an employee requiring access to confidential students' records information. Access to confidential students' records is granted to assist you in conducting your business on behalf of the University and its students. Accepting this access makes you responsible and liable for maintaining this confidentiality. Under no circumstances should you disclose your personal password to another individual or share sensitive student records data beyond the "need to Know" established by FERPA.</p> <p><b><u>Persons who violate the confidentiality of students' records are subject to disciplinary action.</u></b></p> <p>I have read the above statement and understand my responsibilities to maintain the confidentiality of students' record information. <b>My signature below signifies my acceptance of this obligation.</b></p>		
Employee's Signature:		Date:
Supervisor/Module Manager/Dept Head	Supervisor's Signature	Date
		Phone Number



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**(For Human Resource and CIT Use Only)**

Human Resource Use Only		
HR Representative :		
Signature:		Date:
CIT Use Only	Date Received:	Telephone Information
Administrator:	Date Completed:	Extension Number:
Signature:		Voicemail Code:
Wildcat web information	Email Information	Jenzabar EX Information
ID Number:	User Name:	User Name:
Password:	Password:	Password:
Approval Status		If Denied
<input type="checkbox"/> Approved  <input type="checkbox"/> Denied		Reason: