FERPA Training Verification

Name of Employee:_____ MSU ID:_____

Department: _____ Training Date: _____

Access Needed: ☐ Faculty/Roster Access ☐ Identity Verification

Is access being requested for a student employee ☐ Yes ☐ No If yes, indicate end date:_____

Supervisor signature is required for student employee access _____

Regulations, Duties and Responsibilities in Regard to Technology Accounts

As an employee of Morehead State University (MSU), you may be granted access to Student Education Records to which you have a legitimate educational interest. Their confidentiality, use, and release are governed by FERPA. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position.

Your job places you in a position of trust and you are an integral part in ensuring that student information is handled properly. Students have the right to expect that their education records are being treated with the care and respect that you would want for your own records.

In general, all student information must be treated as confidential. Even public or directory information is subject to restriction on an individual basis (completion of a Buckley Waiver). Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from someone outside the University, should be referred to the Office of the Registrar. All court subpoenaed student information should be directed to the Office for General Counsel. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247 except for certain specific exceptions provided by law.

As a university employee, you may have your own account and password on the administrative computer system as well as on the MSU secure web. Access may include, but is not limited to Colleague, the MyMoreheadState portal, and e-mail. You are responsible for your personal account(s) and will be held accountable for any improper use as outlined in Personnel Policy PG-55, Technology Resources Acceptable Use located at http://www2.moreheadstate.edu/hr/policies/index.aspx?id=4371. Protection of your logon password to any of these accounts is critical for security. Your password is used to verify that you are the one gaining access to your account. Do not share your password with anyone.

Acknowledgement Statement

By signing below, the employee agrees he/she has been provided information on the "privacy of student records" covering the Family Education Rights and Privacy Act of 1974 (commonly known as the Buckley Amendment). Furthermore, the employee acknowledges he/she agrees to abide by the regulations, duties and responsibilities as related to technology as well as their employment and position at MSU in regard to confidentiality and security of information as outlined in Personnel Policy PG-55. I also understand that by completing the FERPA training and this form, I will not automatically be granted Colleague Security access. A *New User Security Request Form* must be completed to obtain such access.

_____ _____

Date Employee Signature

Please return this form to:

INFORMATION TECHNOLOGY
301 HOWELL MCDOWELL
MOREHEAD, KY 40351
FAX: 606-783-5091
EMAIL: itweb@moreheadstate.edu

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FOR INTERNAL USE ONLY

WebAdvisor/IDV assigned by: _____ Date: _____