Request for Access to Banner (Student Academic*) Forms or myGate Teaching/Advising Tab

Date _____   Name _____   M#_ _ _ _ _ _ _ _

Department _____   Position/Title _____

MSU Email _____@murraystate.edu   MSU Phone # _____

I Agree

I have completed <u>MSU's online FERPA training</u> in the last 12 months. **Note: This is <u>REQUIRED</u> before access is granted.** Training available at: murraystate.edu/academics/RegistrarsOffice/policies.aspx

I accept responsibility for complying with state and federal laws and university policies that relate to

Accessing Student Data User Agreement

I verify by my signature on the "Request for Access to Banner (Student Academic*) Forms or myGate Teaching/Advising Tab" that I will comply with FERPA training regarding the proper use of student data.

In addition, my signature verifies that I will comply with all University policies and procedures as they relate to accessing or releasing student data, which include but are not limited to the following:

1. Using my student academic security access in a responsible manner by
    a) never leaving an unattended computer logged on,
    b) neither giving my personal logon credentials to another individual, nor allowing an unauthorized individual to access a system after I have logged on, and
    c) neither posting nor recording my logon credentials in a location known or readily available to others.

2. Using the information available to me strictly for purposes related to the University