

<b>Name:</b>	<b>Person being replaced:</b>
<b>Department:</b>	<b>Supervisor's Name:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Classification:</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Temporary Employee/Other	
<b>NetID:</b>	<b>Telephone Number:</b> (202) 687-
<b>Type of Request:</b> <input type="checkbox"/> <b>New Account</b> <input type="checkbox"/> Modify Existing Account <input type="checkbox"/> Add Reporting (Cognos) <input type="checkbox"/> Remove Reporting <input type="checkbox"/> Delete Account <i>Model account after this employee/NetID:</i>	

- Requestors complete the information above, read and sign the Confidentiality Agreement (below), and submit to your Supervisor for processing.
- Requestors should also complete the online request for SafeConnect VPN at:  
<http://www4.georgetown.edu/uis/keybridge/keyform/authenticated/form.cfm?FormID=2843>
- Supervisors should sign the form and then send it to the Graduate School (Fax: (202) 687-6802) for authorization and processing.
- The Graduate School will review, approve and send to the appropriate office for completion. The requestor will be contacted by the Banner team with your password and VPN information. If you have any questions, please contact Rick Pike (piker, x7-8929) or Julie Ito (itoj, x7-5076)

**Confidentiality Agreement:**

All employees of Georgetown University (academic, administrative, staff and student workers) are required to abide by the policies and procedures governing review, release, retention and protection of student education records. The federal regulations governing use of this data include:

- Family Educational Rights and Privacy Act (FERPA) of 1974, which mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release and access of such information;
- Gramm-Leach-Bliley Act (GLBA), which requires that the University protect what non-public personal information (NPI) they share about customers with third parties and that the University provide security and integrity of customers' NPI.
- HIPAA, which governs the ways in which the University can use, keep, and disclose health information.

Access to the Banner Student System will be granted to those individuals who have been determined to have a legitimate educational interest (as defined in FERPA) and business need for the data. Access to specific student data will only be granted with the approval of your supervisor and the appropriate Data Steward(s) as custodian(s) of this data.

Individuals who have been granted access to any part of the Banner student system must understand and accept the responsibility of working with confidential student records. The following rules apply:

- Your access to the system is based on your NetID.
- If you are an INB user, you will need a separate password. This password must not be your NetID password. As with all passwords, this password must be kept confidential and may not be shared or given to anyone, including supervisors, co-workers, student employees, or friends.
- You must use only your own account. When access to additional screens or systems is needed, you may request it through your supervisor to the appropriate Data Steward(s).
- You are responsible for any data that is accessed, changed or retrieved using your account.
- You are required to keep your password confidential. If you even suspect that your account or password is compromised, you must change your password immediately and notify the University Information Security Office.
- You may only access those records for which you have authorization that are in the scope of your assigned responsibility.
- You may not view, print, copy, update, or disclose data for non work-related reasons, including curiosity, even if your permissions allow such access .
- You may not, under any circumstances, update or maintain your own record in Banner through INB, even if your job responsibilities otherwise permit access to your record.
- You are responsible for adhering to all policies and regulations governing confidential data, including but not limited to : [Georgetown University Computer Systems Acceptable Use Policy](#); [Georgetown University Information Security Policy](#); [Release of Student Records Policy](#); [Disclosure of Student Directory Information Policy](#); [Records Retention Policy](#).

A complete policy statement on the Georgetown University implementation of FERPA guidelines can be found in the appropriate School bulletin or handbook. In part, the policy states that officials of the University will be given access to student education records on a "need-to-know" basis and that such access must be limited to those with a legitimate educational interest (as defined in FERPA) in the student whose information is accessed. The information contained in a student's education record may not be released to a third party without the written consent of the student. The only exception is directory information defined as the student's name, local and home addresses and telephone numbers, major field of study, dates of attendance, degrees and awards received. For more information, see: <http://registrar.georgetown.edu/disclosure/>; <http://www.law.georgetown.edu/registrar/sservices/ferpa.htm>

Individuals using the Banner Student System are subject to having all of their activities on this system monitored and recorded by system personnel. Anyone using this system expressly consents to such monitoring. Misuse of the system, may result in loss of access and/or be subject to disciplinary action by the University. Be advised that if monitoring reveals possible evidence of criminal activity, the University may be required, upon request, to provide records to law enforcement officials.

By signing this form, I agree to abide by the terms and conditions as stated above.

Employee's Signature:
Date:
Supervisor's Signature: