



UTEP Graduate School

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Campus Management Systems Access Form *Submit to the Graduate School*

I understand that this account(s) is assigned to me and is to be used only in connection with my assigned duties as a Graduate Program Advisor and an employee of UTEP and may be revoked without notice upon the request of this administrator. I understand and accept the following terms and conditions:

- I am aware that passwords are the first line of security on the Campus Management Radius and AppReview systems. I agree not to reveal my password nor allow anyone to use the account assigned me.
- I agree to abide by the Family Education Rights and Privacy Act of 1974 (FERPA) regulations. Under this act, information about current and former UTEP students is legally designated as private. I agree to refer all outside requests for student information to the Office of the Registrar, unless I have been authorized by the Registrar to release predesignated information.
(<http://www.ed.gov/offices/OM/fpco/ferpa/>)
- I must maintain the confidentiality of any and all data that I retrieve from AppReview or Radius in the course of my job duties, including data that I use for reporting purposes or in other software products.
- I agree to comply with all UTEP policies on security, computer access, and confidentiality of data, data entry standards, and data integrity.
- **I understand that it is my responsibility to inform the Graduate School staff when there is a change in my employment status.**

I am aware that any violation of these policies may lead to the immediate suspension of my Radius and/or AppReview account and access privileges.

Name: _____ Date: _____
Signature: _____ UTEP ID: _____
Job Title: _____ Extension: _____
Department: _____ Bldg./Room: _____
Email Address: _____ Student __ Faculty__ Staff__

Programs that you need access to (e.g., Counseling, Public Administration, etc.):
