



## Data Tools Access Approval Form

### Center for Institutional Evaluation, Research and Planning

#### Applicant Section

I understand that the access being granted through my administrative office staff account is assigned to me at the request of the Department Head. It is to be used only in connection with my assigned duties as an employee of UTEP and may be revoked without notice upon the request of the administrator. I understand and accept the following terms and conditions:

- I agree not to reveal my password nor allow anyone to use the account assigned to me. I am responsible for any changes made under my credentials.
- 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 designated information (<http://www.ed.gov/offices/OM/fpco/ferpa/>).
- I agree to not disclose any information regarding non-students. All non-student requests for information will be referred to the Office of the Vice President of Business Affairs.
- I agree to protect the information that has been provided as stated in the Data Stewardship standards. It is my responsibility to prevent unauthorized access and disclosure of the data within my possession.
- I must maintain the confidentiality of any and all data that I retrieve in the course of my job duties, including data that I use for reporting purposes or in other software products.
- Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a "need to know" basis.
- I agree to comply with all UTEP policies including but not limited to Information Security policies, University of Texas System policies, computer access standards, confidentiality of data standards, data entry standards, and data integrity standards.

I am aware that any violation of these policies or standards may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of sensitive or restricted information is a breach of data security and may be cause for disciplinary action, up to and including termination.

#### Applicant Information:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Bldg/Room: \_\_\_\_\_

Data Tool(s) Requested - Please describe or provide the URL.

Job Function or Special Instructions (i.e., Advisor, Financial Aid, etc.):

Department Head Section: I authorize a user id or the changes listed for the above person. I understand that it is my responsibility to inform CIERP when there is a change in the applicant's employment status.

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Name (Please Print): \_\_\_\_\_

**Please complete this form and email it to [cierp@utep.edu](mailto:cierp@utep.edu) OR Fax it to 747-5415.**