The University of Utah
E-Grade Security Authorization Form

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-8393 • 801-581-5919 fax

This document is accessible when opened in **Adobe Reader**. If you do not already have Adobe Reader, it is free on the Adobe website.

Person Requesting Access:

Last Name:_____ First Name:_____ Middle Name:_____ uNID:_____

Campus Email:_____ Department:_____ Phone:_____ Date:_____
(MM/DD/YYYY)

Verifying Official's Information:

First & Last Name:_____ Department:_____ Phone:_____ Date:_____
(MM/DD/YYYY)

The access you are requesting allows you to view and/or modify student information governed by the Family Educational Rights and Privacy Act.

By signing this form, I acknowledge that I have reviewed the FERPA Guide and completed the FERPA Tutorial. I understand my obligations under FERPA for the proper access and release of student education record information. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulations. I also affirm that I have read and will comply with the provisions for security and confidentiality of employee and student records and files as described in Policy and Procedure Manual # 4-001 and 4-004. I understand that if found in violation of this agreement, I can be disciplined and/or dismissed from employment in accordance with University Policy 5-111.

_____   _____
Signature of Person Requesting Access   Signature of Department Official Verifying Eligibility

Is this access intended to replace access previously granted to another employee who has left the U or changed responsibilities?

☐ Yes   ☐ No   If yes, who? Name: _____   uNID: _____

Please complete the appropriate E-Grade Application and Level of Access.

• If requesting access to specific courses please list each subject, catalog number and section number.
(Attach a list if necessary)

Access to E-Grades for all courses within a department

Start Term	Subject	End Term	Indicate Type of Access
			☐ View Only ☐ *Save ☐ **Post
			☐ View Only ☐ *Save ☐ **Post
			☐ View Only ☐ *Save ☐ **Post

Access to E-Grades for a specific course during a given term

Start Term	Subject	Catalog #	End Term	Indicate Type of Access
				☐ View Only ☐ *Save ☐ **Post
				☐ View Only ☐ *Save ☐ **Post
				☐ View Only ☐ *Save ☐ **Post

*Save = View, Enter and Save Grades **Post = View, Enter, Save and Post Grades

Office Use Only

☐ FERPA   Date:_____
(MM/DD/YYYY)

Signature: Data Steward _____   Date:_____
(MM/DD/YYYY)

Signature: Application Security _____   Date:_____
(MM/DD/YYYY)

Please return completed form to the Registrar's Office, 250 N SSB, Email: studentsystems@utah.edu. Fax: 801-581-5919   Updated: 08/29/2016