

MARS-WEB Security Authorization Form

Signature of Person Requesting Access

Employee ID

Phone Number

Date

Print/Type Name of Person Requesting Access

Email Address

Department

Signature of Department Official Verifying Eligibility

Briefly state your legitimate educational interest in the MARS records:

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 _____ Employee ID _____

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

The access you are requesting is a print image of the students' entire MARS academic record. This access is NOT intended for casual review of student records. Therefore, if you do not have a legitimate educational interest in a student's grades, courses, GPA, transfer credit, and similar confidential information, **do not submit this request**. If in doubt, contact the Registrar's Office at (801) 581-8393.

By signing this form, you affirm that you are a University of Utah employee and that you have a legitimate education interest in processing student data. You also affirm that you have read and will comply with the provisions for the security and confidentiality of employee and student records and files as described in Policy and Procedure Manual # 1-12 and 1-18. If found in violation of this agreement, you can be disciplined and/or dismissed from employment in accordance with University Policy 2-9

REGISTRAR'S OFFICE USE ONLY

Data Steward Approval

Date

Applications Security Administrator

Date

Please return the completed form to the Registrar's Office Attn: Clint; 250N SSB or fax to 801-581-5919