



The University of Utah

Transfer Tools Security Form

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-3737 • 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.](#)

Instructions: Fill out the following form by checking the appropriate box(es) and acquiring the appropriate signatures. Please return the completed form to the Registrar's Office, Student Systems Division.

Employee Information:

Last Name _____ First Name _____ Middle Name _____ uNID _____
Campus Email _____ Department _____ Phone _____ Date _____
Job Title _____ (MM/DD/YYYY)

Department Official's Information:

First & Last Name _____ Dept. _____ 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 educational record information. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulation. 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

Should this replace a prior employees access? No Yes If yes, who _____

Select Access Request Type: New Update Current access Delete Existing access

Transferology Security Options:

General Access including Transfer Equivalencies, Replacement Courses, Course Bundles, Programs

Transfer Specialist and School Administrator (*for Degree Audit Staff*)

Transfer Equivalency System (TES) Security Options:

Course Finder (access course descriptions)

Transfer Course Evaluation Tracker (to access course descriptions and submit equivalencies, *ONLY for Articulation Officials*)

Office Use Only

FERPA Date: _____
(MM/DD/YYYY)

Signature: Data Steward _____

Date: _____
(MM/DD/YYYY)

Signature: Application Security _____

Date: _____
(MM/DD/YYYY)

User Notified