

UIT-USS WEBFTP SECURITY AUTHORIZATION FORM

DELETION / ADDITION

Signature of person requesting access/deletion

Employee uNID

Date

Print/type name of person requesting access/deletion

University email address

Office phone number

Department

****Signature of department official verifying eligibility**

Department official uNID

Phone number

(By signing this form I understand that I have a responsibility to notify UIT-USS security personnel (ACS_Security@utah.edu) when the individual is no longer eligible for this account.)**

PRIVACY REGULATIONS: University Policy #1-12 & 1-18 (www.admin.utah.edu/ppmanual/1/1-12.html) (www.admin.utah.edu/ppmanual/1/1-18.html)

I have read and will comply with the provisions for security and confidentiality of employee records and files as described below and in University Policy #1-12 & 1-18. I also certify that I am an employee of the university with a legitimate business interest in the records as defined in the Privacy Regulations. I understand that in accordance with the University Policy #2-9, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement.

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations.

The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. A school official is defined as someone employed by the University or Utah in an administrative, supervisory, academic, research or support staff position; a member of the university's Board of Trustees or the Utah State Board of Regents; or a person employed by or under contract to the university to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in their position description (or by a contract agreement) or that is related to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.

I also certify that I have a legitimate business interest in the records as defined in the Privacy Regulations. I understand that in accordance with the University Policy #2-9, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement. I understand that the WEBFTP program may contain information about individuals that is "private information" as that term is defined in the Utah Government Records Access and Management Act, Utah Code Ann. § 63-2-101 et seq. I will not disclose any information from the files to anyone other than University employees who have a legitimate need to know. I will refer all other requests for information to the University's Office of General Counsel. I understand that inappropriate disclosure can result in university discipline as well as criminal penalties.

ACCOUNT CHANGES: (indicate by check mark whether (1) Adding a directory, (2) Deleting a directory, or (3) Complete deletion of access)

1) ADD: _____ 2) DELETE: _____ 3) DELETE ALL ACCESS: _____ (no longer works for the university or change-in-job assignment's within the university)

Directory Structure/Path (example: /database/department/directory/files...): _____

Authorization Section: For office use only

Authorized signature of USS Financials system analyst

Authorized signature of Financials Data Steward

Authorized signature of USS HR/Payroll system analyst

Authorized signature of HR/Payroll Data Steward

Authorized signature of USS Student system analyst

Authorized signature of Student Data Steward

For **HE** access, email studentsystems@utah.edu; for **HR** access, email josna.kotturappa@utah.edu and HRIS@Lists.utah.edu; for **FS** access, email fis@utah.edu and judy.chan@admin.utah.edu

Deleted LDAP Role

Signature of USS Security Administrator

Date Completed

Revision Date: 8/19/2024