

**Hudson Valley Community College
Enterprise Operations (EO)
EMPLOYEE ENTERPRISE SYSTEMS ACCESS REQUEST FORM**

EMPLOYEE TO COMPLETE THIS SECTION

BANNER ID (REQUIRED) | H | _ | _ | _ | _ | _ | _ | _ | _ | _ | (Obtain from Human Resources Office)

LAST NAME | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ |

FIRST NAME | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | **MIDDLE INITIAL** | _ | _ |

Campus Telephone Extension _____ **Building/Room Location** _____

Department _____ **Job Title** _____

I have read and understand the information on the reverse side concerning the federal Family Educational Rights and Privacy Act of 1974. Student information contained in the administrative computer system contains individually identifiable information, which is covered under this law.

Employee Signature _____ **Date** _____

SUPERVISOR TO COMPLETE THIS SECTION

- | | | |
|--|------------------------------|-----------------------------|
| Will this employee be advising and/or scheduling students? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will this employee be using Xtender Document Imaging? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will this employee be using Argos? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other? _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

This employee should be set up with exactly the same Banner access as another employee in my department with the name of _____.

Supervisor Signature _____ **Date** _____

Supervisor Name (please print): _____

Please open an [Enterprise Systems Access Ticket](#) and attach the completed form.

Please note: Enterprise Operations will notify you, via a reply on the ticket, when the account is created.

The Family Educational Rights and Privacy Act of 1974

FERPA is a federal law designed to protect the privacy of a student's education records, to establish the right of a student to inspect and review the records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. An education record, with some exceptions, is any record maintained by the College, or an agent of the College, which is directly related to a student and containing personally identifiable information.

Disclosure of information from a student's education records is strictly limited by this law and the college policies put in place as part of compliance with the law. Information may be given to a school official who has legitimate educational interest in the records and to some outside agencies as designated by the law. All other access is limited to directory information.

Directory information, at Hudson Valley, includes the following information only:

- Student's name**
- Dates of attendance**
- Enrollment status (full-time, part-time)**
- Honors and awards received**
- Curriculum and date of graduation**
- E-mail address**

A student may withhold even this information upon completion of the proper request at the Registrar's Office.

Disclosure of information, therefore, is severely limited by the law. You should not provide any information concerning a student other than what is listed above. Two specific examples of "things not to do" would include:

- releasing any information to the parent of a student other than directory information**
- posting or distributing grades connected to any portion of the students' social security number (as this is personally identifiable information).**

Also, printed transcript information should not be released, even to a student, except through the Registrar's Office.

A complete Student Records Policy and Procedure manual is available in the Registrar's Office.