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Student Records Systems Access Request

For STUDENT RECORDS access to the University’s PeopleSoft Student Administration System and/or Reporting Systems please submit this account form to the Registrar’s Office via email to Michael.Mooney@stonybrook.edu

Please visit <http://it.stonybrook.edu/services/solar/solar-for-faculty-staff> for training documentation.

Please Print Clearly – All Fields are **MANDATORY**:

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name |  |
| SBID # |  | Birth Date |  |
| Department |  | Campus Phone |  |
| NetID |  |  |  |
| Campus Email |  | | |

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| --- | --- | --- | --- | --- |
| PeopleSoft | SBU Reporting | SOLAR Advisor Access | 25 DegreeWorks |  |

In the space provided below explain what the user needs access to (ie. Degree Clearance, Scheduling, etc):

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# **User Agreement**

The Student database is an effective means of providing quick access to accurate and current class rosters, student schedules, academic records, etc. to assist in student advisement and to meet the needs of various administrative offices to provide more efficient student services. The information made available through this system is protected under the Family Rights and Privacy Act (FERPA) and is therefore limited to use authorized by the Act (for details on FERPA, please visit our [website](http://www.stonybrook.edu/commcms/registrar/policies/ferpa.php) ).

Access is granted on a user by user basis. The information made available through this system is intended only for legitimate, University purposes, related to the user’s individual official duties. Authorized users are not permitted to share accounts, passwords, and other types of authorizations assigned to individual users. Any improper or inappropriate use of this access or student data may result in the removal of access privileges and

# **User Agreement (con’t.)**

could result in disciplinary action. Improper or inappropriate use is a violation of university policy and procedures and may be a violation of federal and state laws.

I have read and understand the above agreement. I have read the FERPA rules and regulations and understand how they should be applied to the student records access granted and I AGREE TO COMPLY with said rules and regulations.

# **Confidentiality Statement**

Stony Brook University maintains various student records to document academic progress as well as to record interactions with University staff and officials. To protect the student's rights to privacy, and to conform to federal and State laws the University has an established policy for handling students' records. Notice of this policy and of students' rights under federal law is given annually to the campus community.

The University is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access, without the student's written consent. These persons are those who have responsibilities in connection with campus academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic/administrative responsibilities as opposed to a personal or private interest. Such determination will be made on a case-by-case basis.

Access to student records databases is available on a need-to-know basis to appropriate campus officials only after required authorization is received by the Registrar's Office. More information about the use of information technology in accessing student records by University employees is available at <http://it.stonybrook.edu/policies/d100>.

**With very limited exceptions, student information must not be transmitted by any University employee to anyone outside the University without the express written release by the student or pursuant to a lawfully subpoena/order, coordinated by the Office of University Counsel.**

The campus community must remain vigilant about any intentional or unintentional abuse of the existing privacy laws, including the misuse of any student identifier, including the student's Social Security Number and the Stony Brook ID number. To report any concerns or violations, please contact the Office of University Counsel, 328 Administration, 2-6110, or the Registrar's Office, 276 Administration, 2-6175.

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| --- | --- |
|  |  |
| Employee’s Signature | Supervisors’ Signature |
|  |  |
| Employee’s Name | Supervisors’ Name |