



SOAR Access Request Form

User Information: Please Print

Name: _____ EWU ID: _____
(Last, First)

Email: _____ Phone: _____ Department: _____

Job Title: _____ Circle One: Faculty Advisor Staff Exceptions: _____

Supervisor Name: _____ Title: _____ Phone: _____

Supervisor/Dept Chair/Dean Signature: _____ Department: _____

Security Policy for SOAR Users:

All employees of Eastern Washington University (administrative, academic, staff and students) are required to abide by the policies governing review and release of student education records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release and access of such information.

Approval for SOAR access will be granted to those individuals who have been determined to have a legitimate educational interest in the data by the Director of the functional area which oversees the employee requesting access.

Individuals who have been granted access to any part of SOAR must understand and accept the responsibility of working with confidential student records. The following rules apply to all university employees with SOAR access:

1. **Passwords are to be kept confidential and are not be shared or given to anyone**, including supervisors, co-workers, student employees, or friends. It is the responsibility of each employee to keep his/her password confidential and to change passwords whenever he/she feels someone else may have obtained access to it.
2. Employees shall use their own username at all times. **Each employee is held responsible for any data input or retrieved using that username. All transactions on the system can be traced back to the username which was utilized to access the data.**

A complete policy statement on the Eastern implementation of FERPA guidelines can be found in Records and Registration and on the web at <http://access.ewu.edu/records-and-registration/student-records/ferpa.xml>. In part, the policy states that officials of the University may be given access to student education records on a "need-to-know" basis and that such access must be limited to job-related, legitimate educational interests. The information contained in a student's education record shall not be released to a third party without written consent of the student. Such requests should be referred to Records and Registration.

Under no circumstances should an employee give confidential student information to any other student, employee, or persons who have not been authorized to receive such information by their departmental supervisor. Although directory information may be released without prior consent, any requests coming from anyone off campus should be referred to Records and Registration or the Associate Vice President for Enrollment Management.

I have read and clearly understand it is my responsibility to respect and maintain the confidentiality of all records and information I have access to. I acknowledge the receipt of the security guidelines. Questions of concerns about access to and use of student records maintained in Banner should be addressed to Registrar.

User Signature: _____ Date: _____

For internal use only:	
Date Received:	Notified of Scheduled Training or Access Date:
Notes:	

Data Custodian or Designee: _____ Date: _____