

SLATE Access Request Form

First Name:

MI:

Last Name:

VSU ID:

VSU E-mail:

Position/Title:

Department:

College:

Division:

Status:

*Note: *Graduate/student assistants/employees will automatically be set to expire one year after activation and will have to request for their access to be renewed.*

Role:

SLATE Instance:

Learning Opportunity:

On-campus

eDegree Campus/OCCA

Grad School

Provide a statement outlining the business-related reason you require access to the data.

Provide rationale for requesting the SLATE instances.

User Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

SLATE Access Request From

READ THE FOLLOWING STATEMENT OF ACCOUNTABILITY AND SIGN BELOW:

Statement of Accountability

- As part of my duties and responsibilities as an employee of VSU, I understand that I am being granted access to the SLATE Admissions/Student Success Instance(s). I understand that access to this system includes the responsibility for maintaining the privacy of student records.
- My SLATE account credentials (e.g. username and password) are confidential and should not be shared with anyone. I am required to change my password at regular intervals according to the policy for the system.
- The Office of Strategic Research & Analysis should be notified of any position change related to a system account.
- All Staff and Faculty users having access to information should review statutory requirements of the Family Educational Rights and Privacy Act (FERPA), University policy and confidentiality of student information.
- Multi-incumbent positions (e.g. Graduate assistants, student assistants, work study) are required to have individual SLATE accounts for each employee.
- I should log-off of SLATE any time a workstation is to be left unattended for an extended period, and I should not leave information displayed on a terminal which is left unattended.
- Workstation displays should be always be placed to prevent unauthorized viewing.
- Reports and printouts containing any information considered sensitive should be properly stored (i.e., not left in plain view). When I no longer have use for a report or printout, I will dispose of it promptly. Student information should be shredded before disposal.
- Any questions concerning access or release of student academic information should be referred to the Office of Strategic Research & Analysis, 229.333.7831.

I have read the guidelines for using SLATE and understand all of the requirements contained. I understand that I am not to share my password and acknowledge that my failure to follow the policies may subject me to disciplinary action to include dismissal and possible legal action.

Print Name: _____

Signature: _____

Date: _____