



Request for UniverSIS Functions (TPX or Web Users)

REGISTRAR'S OFFICE

University of Cincinnati
PO Box 210060, Cincinnati, OH 45221-0060
Telephone: 513-556-9900; Fax: 513-556-5708
E-mail: registrar.info@uc.edu

Name: _____
(Please print) (First) (Last) (Middle)

UCID: _____ UniverSIS User-ID or Username (6+2): _____
(e.g., M12345678)

Department: _____ Title: _____

Office Telephone #: _____ E-mail: _____

- I am a new user requesting access for the first time.
- I am not a new user but require additional functions to perform my job responsibilities.

Function name(s) requested (inquiry-access only will be assigned by default unless other access is requested):

_____	_____
_____	_____
_____	_____
_____	_____

Describe your job responsibilities that require you to have these functions:

I understand that by circumstance of my employment with University of Cincinnati, I may have access to student educational records or to personally identifiable student information, the disclosure of which is governed by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), State of Ohio law and by University policy. I am aware that I must manage the data, materials and records to which I may have access in a professional and confidential manner.

I agree, therefore, that I will disclose, or cause to be disclosed, student education records or personally identifiable information of which I have knowledge or to which I have access only in accordance with FERPA, State of Ohio law and University policy.

I agree to maintain the confidentiality and privacy of student education records during and after my period(s) of employment at the university. I understand that any disclosure of such records may be grounds for termination, prohibition of future employment, and/or (if applicable) student disciplinary action under the student code of conduct.

Requester's Signature: _____ Date: _____

Associate or Assistant Dean Signature: _____ Date: _____

**Submit this request to Fran Meyer, Registrar's Office at 513- 556-5708 (fax) or ML 0060.
You will be notified by e-mail after the request has been reviewed.**

For information regarding the Family Educational Rights and Privacy Act of 1974, consult the Registrar's Office web site at <http://www.uc.edu/registrar/>. For University of Cincinnati's "Policy for Responsible Use of Information Technology", see the UC Information Technologies web site at <http://www.uc.edu/ucit/ITGenPolicy.asp>