

# SSC Campus Access Request

Name:

*Last, First MI*

Department:

UO 95#:

UO Phone:

UO Email:

## SSC Campus Access Level Definitions

**Check One**

<b>Front Desk</b>	Schedule and create appointments. Scan and attach documents. <i>No access to student information. (student workers &amp; staff receptionists)</i>
<b>Dept. Admin</b>	Includes staff who access and edit schedule, create appointments, and have the ability to view all student data & documents. (Excludes undergraduate student workers)
<b>Peer Advisor</b>	Meet with students. Create Advising Reports & Notes. Scan and attach documents. <i>Limited access to student information.</i>
<b>Advisor</b>	Includes faculty, staff or GTF advisor meeting with students with full access to student data and ability to add and view Advising Reports & Notes.
<b>Dept. Director</b>	Includes Advisor Level access and access to departmental and institutional reporting.

### ***UO Code of Responsibility of Security and Confidentiality of Records and Files***

Security and confidentiality are matters of concern to all University employees and to all other persons who have access to administrative records, education records, reports, or any other confidential or privileged documents or information. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential or privileged information is expected to adhere to the regulations stated below:

Any person who has access to administrative records, education records, reports, or any other confidential or privileged documents of information, may not:

- Reveal the content of any record or report to anyone, except in proper conduct of his or her work assignments and in accordance with policies and procedures.
- Make or allow any unauthorized use of information.
- Include a false, inaccurate or misleading entry in any report or record.
- Expunge a data record or a data entry from any record, report or file.
- Share individual passwords with any other persons.
- Seek personal benefit or allow others to personally benefit from the knowledge of any confidential or privileged documents or information.
- Remove any original or copy of an administrative record, education record, report or any other confidential or privileged documents or information.
- Record subjective or biased comments in student notes.

Any knowledge of a violation of this code must be reported **immediately** to the violator's supervisor. Violations may lead to disciplinary action, including dismissal. Violations may also lead to criminal and civil liability.

Your signature below indicates that you have read, understand and will comply with the above Code of Responsibility for Security and Confidentiality of Records and Files. This agreement shall be effective when signed below or in counterpart, photocopy, facsimiles, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

*Please print hard copy then get all signatures needed before returning.*

Signature

Date

Departmental Approval

Date

***Return Completed Form to: Office of Academic Advising, 364 Oregon Hall***

RO Approval: \_\_\_\_\_

User Activated \_\_\_\_\_