

# UO Navigate Faculty, Staff, GE Access Form

Last Name	First Name
UO Department	UO Email
UO ID #	UO Phone

**Navigate Access Levels** (Duckweb Advisor Access or UO FERPA Training required) – check all that apply

	<b>Support Staff</b>	Includes staff who access and edit schedules, create appointments, and have the ability to view all student data and documents.
	<b>Advisor, GE Advisor</b>	Includes faculty, staff or GE advisors meeting with students with full access to student data and the ability to view advising reports and notes.
	<b>Director</b>	Includes access to departmental and institutional reporting in addition to Advisor access.
	<b>Institutional Reporting</b>	Includes institutional reporting access – aggregate data only; no individual student data.
	<b>Information Services</b>	Includes access to Navigate system and student records for the purpose of administering software and data.

*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.

Faculty/Staff Signature	Date
Supervisor Name	Supervisor Title
Supervisor Approval Signature	Date
Supervisor confirmed faculty/staff has: Duckweb Advisor Access?   Yes   No      If not, UO FERPA Training Complete?   Yes   No   N/A	

Please email completed form to [navigate@uoregon.edu](mailto:navigate@uoregon.edu)

**For office use only**

Duckweb Faculty		FERPA Training		Training Site		Training Completed		Live Site		User Notified		Added to Listserv	
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