

# UO Navigate Student Employee Access Form

Last Name	First Name
UO Department	UO Email
Student Position/Role	UO ID #

**Navigate Access: UO FERPA Training (or Duckweb Advisor access) REQUIRED**

<b>Academic Year:</b>		<b>Check the term(s) required for student employee Navigate access:</b>	
<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
<b>X</b>	Check all that apply:		
<b>Department Support/ Front Desk</b>	Includes access to scheduling appointments for advising team, student email, phone number, photo, assigned advisor(s) and current term instructors and courses, access to attach document, and message students. Includes Appointment Center and Kiosk. <i>Does not include student academic information or history.</i>		
<b>Tutor/Coach</b>	Includes access to managing own schedule and appointments in Navigate, student basic academic information (majors, class level, tags), student email, phone number, photo, assigned advisor(s) and current term instructors and courses, access to report on appointments, and attach documents. Includes Kiosk. <i>Does not include detailed student academic information or history.</i>		
<b>Peer Advisor/Mentor</b>	Includes access to managing own schedule and appointments in Navigate, student basic academic information (majors, class level, tags), student email, phone number, photo, assigned advisor(s) and current term instructors and courses, access to report on appointments, and attach documents. Includes Appointment Center and Kiosk. <i>Does not include detailed student academic information or history.</i>		

**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.
- Seek personal benefit or allow others to personally benefit from the knowledge of any confidential or privileged documents or information.
- Make or allow any unauthorized use of information.
- Remove any original or copy of an administrative record, education record, report or any other confidential or privileged documents or information.
- Include a false, inaccurate or misleading entry in any report or record.
- Record subjective or biased comments in student notes.
- Expunge a data record or a data entry from any record, report or file.

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.

Student Employee Signature	Date
Supervisor Name	Supervisor Title
Supervisor Approval Signature	Date

Supervisor confirm student employee has:

UO FERPA training completed?    Yes    No    Date/Trainer: \_\_\_\_\_    Or, Duckweb Advisor access?    Yes    No

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

**For office use only**

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