

## Registration and Records Third Party Security Access Form

Name: \_\_\_\_\_ BGSU ID: \_\_\_\_\_  
Email: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Dept: \_\_\_\_\_

Faculty     Staff     Student

### Type of Access

**OnBase**        Discontinue Security Access on: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Records_Exceptions                | <input type="checkbox"/> Admissions_Retrieval              |
| <input type="checkbox"/> Transfer_ViewOnly                 | <input type="checkbox"/> Admissions_ViewOnly               |
| <input type="checkbox"/> Records_Retrieval_RR Office       | <input type="checkbox"/> Admissions_Admin                  |
| <input type="checkbox"/> Records_Admin                     | <input type="checkbox"/> Withdrawal_Approver_College       |
| <input type="checkbox"/> Records_Input                     | <input type="checkbox"/> Withdrawal_ViewOnly               |
| <input type="checkbox"/> Records_ViewOnly                  | <input type="checkbox"/> Withdrawal_Module                 |
| <input type="checkbox"/> Registration_Schedule Change Form | <input type="checkbox"/> Withdrawal_Admin                  |
| <input type="checkbox"/> Grad_GradCollege_Retrieval        | <input type="checkbox"/> RR_Catalog/CurriculumModification |
| <input type="checkbox"/> Grad_GradCollege_Input            | <input type="checkbox"/>                                   |

**Visual Zen**        Discontinue Security Access on: \_\_\_\_\_

**Academia**        Discontinue Security Access on: \_\_\_\_\_

### **Other**

### **Please read Privacy Information on Back:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Please return all completed forms to:

**Registration and Records**  
**110 Administration Building**  
**Attn: Becky Cogswell**  
Or fax to 419-372-7977

Date email sent to Digital Services Manager: \_\_\_\_\_  
(Registration and Records Use Only)     Not Approved     Approved

## **Security Access to Registration and Records Data**

You are being given access to Student Records files. These files contain confidential information about a student's academic progress, which cannot be released without the student's consent. Both the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and the University policy as stated in the Student Code specifically cover the release of this data. According to FERPA, "Institutions may not release information about students, nor permit inspection of their records without the student's permission unless such action is covered by certain exceptions under the act."

Therefore, as an employee of Bowling Green State University, it is your responsibility to ensure that these data are treated in a confidential manner. Strict attention should be paid to the confidential nature of this information in order to avoid any liability regarding its release.

Your signature above signifies that you have read and understand the regulations governing the release of Student Records information and agree to follow University policy and the regulations promulgated under the Family Educational Rights and Privacy Act of 1974, as amended and will take care to protect the confidentiality of the information and respect the privacy of the individuals to whom they refer. Failure to comply is a violation of University policy and makes you subject to disciplinary and/or legal action by the university.