05/17/16

University of South Alabama
Request for access to SSC Campus

Please complete through Dean's signature and return to ssc_campus@southalabama.edu. For questions, please email ssc_campus@southalabama.edu or call Eric Light at 341-4019.

Date: _____

Requester Name: _____ Position/Title: _____

Department: _____ College: _____

Jag Number: _____ Jagmail: _____

Role requested (check all that apply)

☐ Mimic access: Name of Individual (mimicked): _____

Signature of Individual: _____

☐ Report generation or view only

As a USA employee and the requester of this information, I understand and agree to the following:

- Users of SSC, Degree Works, and other official student data sources are reminded of the rights and responsibilities of the Family Education Rights and Privacy Act (FERPA). Access to education records is limited to a legitimate educational interest that is essential to carrying out your job responsibilities related to education and in support of USA's educational mission.
- Simply the fact that you are a university employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the university's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
- Your legitimate educational interest is limited. While you may have a need to access education records for students in your college, you do not necessarily have a similar need to view records of students outside your college. In other words, the ability to access education records does not authorize access or use.

Please note, students may view their records with proper identification (University ID or Driver's License).

Requested by (signature): _____ Date: _____

Dean approval (signature): _____ Date: _____

SSC Campus Administrator (signature): _____ Date: _____