

Indiana University Bloomington
Request for Access to Financial Aid Data
In the IU Information Environment (IUIE)
For Users Outside of the Office of Student Financial Assistance

To request access privileges to Financial Aid data for the Bloomington campus in the IU Information Environment (IUIE), please complete all sections of this form and send it in an envelope marked "confidential" to the following address:

ATTN: OSFA Data Manager
Office of Student Financial Assistance
Franklin Hall 208
Bloomington Campus

Maintain a copy of this form for your records. Please contact the OSFA once you have received confirmation of your completed access if you wish to schedule IUIE Financial Aid training. Access requests may take up to 10 business days to be completed. If you have questions, please contact the OSFA Scholarship team at deptsch@indiana.edu.

Part I: Security and Confidentiality Agreement (To be completed by the user requesting access.)

I understand that, as an employee of Indiana University:

1. My acceptance of access to restricted data signifies my acceptance of the responsibility to comply with the Indiana University **Release of Student Information Policy** (University Faculty Council) and the federal law, **Family Educational Rights and Privacy Act** (FERPA). I have read the **Release of Student Information Policy**, have completed the **FERPA Tutorial**, and accept the responsibility to preserve the security and confidentiality of information that I access. I am aware that I am not to review or release the records of financial aid applicants with whom I have a personal relationship.
Release of Student Information Policy
<http://registrar.indiana.edu/~registra/releaseinfo.shtml>
Annual Notification of Student Rights under FERPA
<http://registrar.indiana.edu/~registra/ferpa.shtml>
2. My access to the Indiana University Information Environment (IUIE) is issued because of my job responsibilities. Therefore, I am expected to:
 - Access only data needed to perform assigned or authorized university duties,
 - Not use data for personal gain or curiosity,
 - Maintain data about individual students in a secure fashion,
 - Use the information only for the purpose for which it was requested, and
 - Not release the information to any other individual or office for another purpose.
3. When accessing confidential or restricted student data, I must guarantee to maintain data about individual students in a secure manner, such that it cannot be viewed by screen access, file access, or in printed form by unauthorized individuals.
4. Any breach of confidentiality on my part may result in the immediate withdrawal of my access to all computer systems as granted by virtue of being an IU employee and/or other disciplinary action as well.

By my signature below, I acknowledge my understanding and acceptance of my responsibilities outlined in this document to preserve the security and confidentiality of information I access at Indiana University.

Signature of Employee

Date

Printed Name of Employee

Campus Telephone Number

