REQUEST FOR DR14 I.D. ACCESS
ONLINE ADMINISTRATIVE COMPUTING SYSTEM

The Buckley Amendment provides for confidentiality of student records maintained by the University, except for those officials "whom the agency or institution has determined to have legitimate educational interests." Proper care, discretion, and security must be exercised when accessing and/or using information from a student's file. Although not inclusive, the following are identified as offenses subject to disciplinary action:

- Altering University data records without appropriate authorization;
- Accessing University data outside of one's assigned duties;
- Releasing suppressed or private information without authorization;
- Publicly discussing University data records in a way they can be personally identifiable;
- Sharing or permitting others to use individually assigned security passwords for access to University records;

Complete the section below to request DR14 online access to a student's I.D. number, and ***forward for the necessary approval signatures.***

REQUESTOR'S NAME: _____ _____
(last) (first)

DEPARTMENT: _____ ID NUMBER: _____-____-_____

CAMPUS ADDRESS: _____ CAMPUS PHONE: _____

I hereby request security authorization to electronically access ID numbers of students for use in my employment at the University of Wisconsin Oshkosh. I understand that I am responsible for proper use of such information and that any improper use may result in disciplinary action and/or revocation of this privilege.

SIGNATURE: _____ DATE: _____

SUPERVISOR'S SIGNATURE : _____

Please forward to the following offices for approval signatures.

REGISTRAR'S OFFICE D 130 : _____

ASSISTANT CHANCELLOR FOR STUDENT
PROGRAMS AND SERVICES D 148 : _____

DATA SECURITY OFFICER D 305 : _____