

Date \_\_\_\_\_ Name \_\_\_\_\_ M# \_\_\_\_\_

Department \_\_\_\_\_ Position/Title \_\_\_\_\_

MSU Email \_\_\_\_\_@murraystate.edu MSU Phone # \_\_\_\_\_

I Agree

I have completed MSU's online FERPA training in the last 12 months. \_\_\_\_\_  
Training available at: [murraystate.edu/academics/RegistrarsOffice/policies.aspx](http://murraystate.edu/academics/RegistrarsOffice/policies.aspx)

I accept responsibility for complying with state and federal laws and university policies that relate to

I verify by my signature on the "Request for Access to Banner (Student Academic\*) Forms or myGate Teaching/Advising Tab" that I will comply with FERPA training regarding the proper use of student data.

In addition, my signature verifies that I will comply with all University policies and procedures as they relate to accessing or releasing student data, which include but are not limited to the following:

1. Using my student academic security access in a responsible manner by
  - a) never leaving an unattended computer logged on,
  - b) neither giving my personal logon credentials to another individual, nor allowing an unauthorized individual to access a system after I have logged on, and
  - c) neither posting nor recording my logon credentials in a location known or readily available to others.
  
2. Using the information available to me strictly for purposes related to the University