

## Accounts Receivable Data Mart User Account Request Form

The purpose of this form is to grant appropriate access to the Accounts Receivable Reporting Data Mart while ensuring the security, confidentiality and appropriate use of all internal and external data which is processed, stored, maintained or transmitted on Kennesaw State University computer systems and networks. This includes any unauthorized modification(s), destruction, or disclosure, whether intentional or accidental.

<b>Employee Name:</b>		<b>KSU #:</b>	
<b>Department:</b>		<b>Net ID:</b>	
<b>Position Title:</b>			

You must sign the **KSU Data and Information Confidentiality Agreement** to gain access to data below.

Data Description and Acknowledgment	Authorization (Office Use Only)
<p>Accounts Receivable Information.</p> <p>Security and confidentiality of financial data are matters of critical importance to the administration at Kennesaw State University. Data includes accounts receivable information related to tuition and applicable student fees.</p> <p>The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions. These policies prohibit the distribution of individually identifiable confidential data, but permit aggregate or statistical reporting so long as identities cannot be derived.</p> <p><b>IN ORDER TO BE GRANTED ACCESS, YOU MUST HAVE A <a href="#">BUCKLEY</a> FORM ON FILE WITH THE OFFICE OF THE REGISTRAR AND COMPLETE THE ONLINE FERPA TUTORIAL IN <a href="#">CAMPUS TRAINING</a>. PLEASE SUBMIT A FERPA TRAINING CERTIFICATE WITH THIS FORM.</b></p>	

**Bursar's Office must approve request prior to receiving access.**

<b>Employee Signature</b>	<b>Date</b>
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Note: Manager/Supervisor must approve below:

<b>Manager/Supervisor Name</b>	<b>Manager/Supervisor Signature</b>	<b>Date</b>
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**Bursar's Office Use Only:**

Please sign and forward to the **Bursar's Office, Attention: Bursar**, Mail Drop #0503  
or email to [Bursar@kennesaw.edu](mailto:Bursar@kennesaw.edu)

## **KSU Data and Information Confidentiality Agreement Enterprise Information Management & Institutional Research (EIM&IR)**

I understand that my right to access, view, use, store and manipulate data using my EIM&IR data warehouse user account is subject but not limited to the following laws, regulations and policies:

### **Family Educational and Privacy Rights (FERPA), Part 4, Records and Privacy**

<https://web.kennesaw.edu/registrar/parents/ferpa>[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse\\_usc&docid=Cite:+20USC1232g](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g)

### **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

[http://www.usg.edu/business\\_procedures\\_manual/bpm-sect12.pdf](http://www.usg.edu/business_procedures_manual/bpm-sect12.pdf)

### **University System of Georgia Board of Regents Ethics Policy**

[http://www.usg.edu/policymanual/section8/policy/8.2\\_general\\_policies\\_for\\_all\\_personnel/#p8.2.20\\_university\\_system\\_of\\_georgia\\_ethics\\_policy](http://www.usg.edu/policymanual/section8/policy/8.2_general_policies_for_all_personnel/#p8.2.20_university_system_of_georgia_ethics_policy)

### **University System of Georgia Board of Regents Protection and Security of Records**

[http://www.usg.edu/business\\_procedures\\_manual/bpm-sect12.pdf](http://www.usg.edu/business_procedures_manual/bpm-sect12.pdf)

### **Kennesaw State University Enterprise Information Security Policy**

<http://www.kennesaw.edu/infosec/eisp.html>

### **Kennesaw State University Employee Handbook, Section 804 Conduct Guidelines and 804.1 Examples of Inappropriate Conduct**

<http://www.kennesaw.edu/hr/handbook.shtml>

### **Official Code of Georgia , 10-1-911 (5) "Personal Information"**

<http://law.justia.com/georgia/codes/10/10-1-911.html>

### **Institutional Review Board (IRB) Use of Student Data in Research**

<http://www.kennesaw.edu/irb/FERPA.html>

### **Public Information**

Although any individual has the right to request and receive information per the **Georgia Open Records Act**, you as an employee of Kennesaw State University must hold these records confidential. All Open Georgia Records Act requests must be made in writing and should be forwarded immediately to the **Office of Legal Affairs or to the President's Office**.

### **Student Information**

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions. These policies prohibit the distribution of individually identifiable confidential data, but permit aggregate or statistical reporting so long as identities cannot be derived. It is your responsibility to ensure that any aggregate value less than 5 (five) is not included in reports when released to the general public. In addition, it is your responsibility to ensure such records are excluded

*Please sign and forward along with your associated User Account Request Form to the associated Department.*

from the listing reports generated in a self-service capacity as appropriate to the institution. Please refer to the KSU Confidentiality of Records for guidance and responsibilities related to Directory Information. Use of student information FOR RESEARCH PURPOSES is not allowable without prior written consent of the student and IRB approval.

### **Benefit Information**

The **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** affords employees the right to have their participation in certain health plans held in confidence and protected against unauthorized disclosure of personal health records.

### **User Responsibility**

I understand that access to Kennesaw State University computer systems and networks, including EIM systems, data marts and/or the KSU data warehouse is granted solely for legitimate and authorized purposes pertaining to my job duties. My failure to comply with the terms of this agreement will have consequences that may result in disciplinary action as well as possible criminal prosecution as outlined in the laws, regulations, and policies previously listed.

Therefore, I will:

1. Access, copy, and/or store data solely in performance of my job responsibilities, limiting perusal of contents and actions taken to the least necessary to accomplish the task per the KSU Data Use Policy.
2. Not seek personal benefit or permit others to benefit personally, from any data and/or information that I may have access through my work assignments and job responsibilities either authorized and/or unauthorized.
3. Not intentionally or knowingly include, or cause to be included a false, inaccurate or misleading entry in any KSU owned data and/or report.
4. Not intentionally or knowingly alter and/or delete a true and correct entry in any KSU owned data and/or report.
5. Not permit unauthorized use of any data and/or information KSU computer systems or records.
6. Not release KSU data and/or information other than what is required for the completion of my job responsibilities.
7. Not exhibit and/or divulge the contents of any KSU owned data and/or information to any person except as required for the completion of my job responsibilities.
8. Limit access to data and/or information contained in, or obtained from, KSU computer systems to authorized persons.
9. Report any incidents of non-compliance with the terms of this agreement to my supervisor.

By signing and dating this agreement in the spaces provided below, I certify that I have read and agree to its terms. In addition, I understand the agreement remains in effect continuously for the duration of my employment by Kennesaw State University. I also agree that, when my employment with Kennesaw State University ends, I will not keep in my

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possession, recreate or deliver to anyone else, any confidential, sensitive, and/or proprietary information (regardless if it is labeled as such) that I acquired while employed by Kennesaw State University.

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**Employee Name**

**Employee Signature**

**Date**

*Please sign and forward along with your associated User Account Request Form to the associated Department.*



# (Buckley Form)

## ACKNOWLEDGEMENT OF PROFESSIONAL CONFIDENTIALITY AND RESPONSIBILITY

This agreement must be accepted and signed before an employee is authorized to have access to the student records database at Kennesaw State University.

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions.

One exception involves directory information. Directory information may be released by the university without the student's written consent. Directory information consists of name, field of study (Major), participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. Requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

When a student has filed a written request with the Registrar that his/her directory information be withheld and kept confidential, a flag will be set in Banner that causes a warning message to be displayed whenever someone accesses that student's records stating that information about this person is confidential. In that case, the student's directory information should not be released.

Employees should treat all other information in Kennesaw State University's student records database as protected and confidential. This especially includes a student's grades, grade point averages, hours enrolled, and schedule of classes and social security number. That information should not be released to anyone, including the student's parents, without the express written permission of the student.

There is one other notable exception. FERPA authorizes disclosure of protected student records without a student's written prior consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

By my signature as an employee of Kennesaw State University, I am aware that KSU's student records are confidential and that I must keep them confidential. This acknowledgement is not intended to interfere with the normal operation of my duties as an employee of Kennesaw State University.

Name: \_\_\_\_\_ KSU ID#: \_\_\_\_\_

Employee Type: \_\_\_\_\_ Department: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

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

**(Buckley Form)**  
**ACKNOWLEDGEMENT OF PROFESSIONAL  
CONFIDENTIALITY AND RESPONSIBILITY**

Name: \_\_\_\_\_

KSU ID#: \_\_\_\_\_

Title: \_\_\_\_\_

NET ID: \_\_\_\_\_

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

Department: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature, which Implies Approval for Account

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

\_\_\_\_\_  
REGISTRAR (or DESIGNEE)

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

**RETURN TO THE OFFICE OF THE REGISTRAR FOR PROCESSING BY ONE OF THE FOLLOWING:**

**In person-KENNESAW HALL; or Campus Mail-MD 0116; or  
via email in PDF to [buckley@kennesaw.edu](mailto:buckley@kennesaw.edu)**



University Information  
Technology Services

# OwlTrain

## For FERPA

The FERPA Training presentation is now available in OwlTrain. Please follow the instructions below to launch the presentation and complete the quiz.

Below are the instructions on accessing the FERPA Training v4:

1. Open the browser Firefox or Chrome, navigate to <https://owltrain.kennesaw.edu> .
2. Log in with your NetID and NetID Password.
3. At the top right of the screen, click in the Search box and type FERPA.
4. To the left of the Search box, click Select.
5. In the Select box, located under Type, click the checkbox next to Custom and click Done.
6. To the right of the Search box, click the Magnifier icon (Search).
7. You will see the training labeled FERPA Training v4.

Completion criteria:

- Visit all content pages and answer all questions on the quiz.
- You must receive a quiz score of 100%.

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

**KSU Student Helpdesk**

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>