



NolijWeb Access Request Form

Applicant: Complete sections 1 and 2. Print form. Sign and date in section 3. Present to Department Chair, Director, or Dean for approval.

Return completed form to David Johnson, Registrar's Office, 1 Jessup Hall, or fax to 335-2636. This application will not be processed until applicant has completed FERPA training.

See www.registrar.uiowa.edu/ferpa/ for more information about FERPA training options.

Office of the Registrar

Section 1: Applicant Information

Name		HawkID
Email	@uiowa.edu	Job Classification
Department		
Campus Address		Phone

Section 2: Access Requested

MFK Budget Dept Number (for tracking, not for billing):

Section 3: Confidentiality of Student Records and Agreement to Comply

My signature below signifies that I fully understand and agree to comply with the policy of the University of Iowa relating to confidentiality of student records. (See "Student Records Policy" at www.uiowa.edu/~vpss/policies/i/c.shtml#main for a full explanation of the policy.) I also agree that I will not view any student record (currently enrolled or former students) unless I have a legitimate educational interest; i.e., for a reason that is required in my job assignment.

Applicant Signature _____ Date _____

Section 4: Authorization by Department Chair, Director, or Dean

Printed Name _____ Title _____

Signature _____ Date _____

Received Registrar's Office (date): _____

FERPA training confirmed

Access added and applicant notified (date and initials): _____