TEACHERS COLLEGE, COLUMBIA UNIVERSITY

APPLICATION FOR ACCESS to INFORMATION

Instructions: 1) Read and sign statement in Applicant Section. 2) Complete all information.
3) Forward this application to HR, Box 149, or bring to 120 Whittier.

Note: you will not be given access to TC Email and administrative systems, including Exchange, Banner, and campus data network, until this signed form is filed with Human Resources (HR).

Applicant Section:

I understand that access to Teachers College (TC) information in printed or electronic form is assigned to me to enable me to carry out my assigned duties as an employee or agent of the College. I understand and accept the following terms and conditions:

1) I will maintain the confidentiality of any and all data about individuals (including prospective, current and former students, employees, donors, and vendors) and about the institution, sharing it only with other College employees who have a need to know and who are entitled to receive such information based on their assigned duties.
2) I will not use any such TC information for personal reasons or any other means not expressly authorized under this policy.
3) I agree to abide by the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Federal law that protects the privacy of student education records. I agree to refer all requests for student information of any nature to the Office of the Registrar, unless I have been specifically authorized by the Registrar to release designated information. I further understand that I will not post any personally identifiable student information on any physical or electronic site where such information may be accessed by unauthorized persons.
4) I agree to comply with all Teachers College and Columbia University policies on information security, computer access, confidentiality of data and acceptable use of technology. I acknowledge that I have read and understand the current versions of these policies found on the College website at www.tc.columbia.edu/computing.
5) I agree neither to reveal my password or PIN nor to allow anyone to use any account or user ID assigned to me. I further agree that I am responsible for messages sent, files saved and actions performed under my user name.
6) I will neither copy nor distribute any proprietary licensed software residing on TC computer systems, except where such copying or distribution is expressly authorized pursuant to TC's authorized use or similar policies and authorized by the licensor of such software.
7) I will not install or load software on TC computers unless such installation is expressly permitted by TC's authorized use or similar policies and authorized by the licensor of such software.

I understand that violation of this policy may be cause for disciplinary action, which could range from suspension of network access privileges up to and including dismissal.

Signature: _____ Date: _____

Please print Name:_____ SSN (last 4 digits only):_____
                Last   First   M.I.

Dept.:_____ Box No.:_____ Extension: _____

Current Contact Information: Phone: _____ Email: _____

Supervisor Name (Print):   Extension:

Human Resources Use Only:

Name: _____

Signature: _____ Date: ____/_____/____

CIS Notified (Date): ____/_____/____