University of Idaho

Office of the Registrar
PO Box 444260
Moscow, ID 83844-4260
(208) 885-6731
www.uidaho.edu/registrar

FACULTY WEB ACCESS REQUEST FOR ADMINISTRATIVE PERSONNEL

As a result of my permanent employment* with the University of Idaho, I am requesting faculty web access as a college or departmental user. I acknowledge and understand that I must comply with federal and state law and University policy regarding the confidentiality of information relating to students. I understand that I must complete the FERPA tutorial to activate my access and renew it every two years. *Access as a department or college-user of FacultyWeb is not available to temporary or student employees.

My department supervisor will inform the Office of the Registrar if my need to access information relating to the students in VandalWeb changes in any way. I understand that I am responsible for maintaining the security of my VandalWeb login.

I acknowledge and understand that the improper disclosure by me of information relating to students would subject the University to civil penalties under the law. I further acknowledge and understand that such improper disclosure could result in disciplinary action up to and including termination of employment.

NAME: _____ ID NUMBER:_____
First Last

TITLE:_____ E-MAIL ADDRESS:_____

DEPARTMENT:_____

SIGNATURE:_____ DATE:_____

I, the department chair/administrator, confirm this user is a board-appointed employee and approve of their VandalWeb access to our departmental/college records.

DEPARTMENT CHAIR SIGNATURE: _____

REGISTRAR USE ONLY

ACCESS GRANTED: _____ ❑ COLLEGE ❑ DEPARTMENT BY: _____
Date

NOTES:_____

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