

Get Access Step 6

Complete the first section. Enter a brief request description here. **This is a required field.** Examples include “New Request for Joe Smith” or “Modification to Joe Smith’s access.”

In Description, briefly describe the job responsibilities that require the requested access. **This is a required field.**

Click **Add Documents** to upload a copy of your FERPA certification. **This is a required field.** Student employees are also required to upload a copy of the **Statement of FERPA Understanding.**

Subject

Enter a brief request description here. **This is a required field.** Examples include “New Request for Joe Smith” or “Modification to Joe Smith’s access.”

Description

Briefly describe the job responsibilities that require the requested access. **This is a required field.**

Documents

Or drag and drop here to attach...

Click here to upload a copy of your FERPA certification. **This is a required field.** Student employees are also required to upload a copy of the **Statement of FERPA Understanding.**