

**Michigan Technological University
Request for Access
Advancement and Alumni Engagement**

The University employees whose name and signature appear below have been delegated authority to view and use the areas of information as designated below.

Donor information
(Class BAN_ALU_AUPMC_C and Role ALU_QALL)

Donor demographic information (student access)
(Class BAN_ALU_STU_C and Role ALU_QALL)

Other (describe) _____

Employee's name

Userid

Applicant Certification

Access privileges are issued to staff members with the understanding that they will use the information thus obtained only in the conduct of their official duties, and that no information will be disclosed to other persons who do not have a need to know. In addition, access to, and disclosure of, student information is governed by a federal law – the Family Educational Rights and Privacy Act (FERPA). By requesting access to the Banner Advancement System, staff members are accepting responsibility for knowing and complying with FERPA.

I certify that I understand my responsibilities as an authorized user of the Banner Advancement System.

Applicant Signature

Date

Department Head/Manager Approval

The above applicant's duties require access to the administrative computer system and data. I realize that it is my responsibility to have my staff read and understand FERPA guidelines.

Approval:

Name, Dean, or Department Chair

College or Department

Signature

Date

**Please send the completed form to Advancement and Alumni Engagement Information Services
at aae-info-services@mtu.edu. Questions? Call 7-2541**