

Michigan Tech IT  
it-help@mtu.edu  
Phone: 906-487-1111

# Contact Information

Last Name  First Name/Preferred First Name

M Number  User ID  Office Phone

Department  Title/Position

## The Housing Director Access Request Form Check the role to select.

- New Account                       Change Existing Account
  
- Admin & Database Access                       REHS Admin
- Administrative Staff                       Resident Assistant
- Housing Student Staff                       Residence Education Coordinator
- Housing Operations Coordinator                       Public Safety

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 Housing Director, staff members are accepting responsibility for knowing and complying with FERPA. I certify that I understand my responsibilities as an authorized user of The Housing Director.

Supervisor Approval -The above applicant’s duties require access to The Housing Director system and data. I realize that it is my responsibility to have my staff read and understand FERPA guidelines.

\_\_\_\_\_  
Applicant Signature                      Applicant Printed Name

Date                     

\_\_\_\_\_  
Supervisor Signature                      Supervisor Printed Name

Date