

myOswego Faculty Services Authorization Form

Authorization to access student education records
and acknowledgement of legal responsibilities.



PURPOSE FOR ACCESS: FACULTY ADVISOR GRADUATE ASSISTANT

Fill out the following information to activate your account.

SUNY OSWEGO ID NUMBER

APPLICANT'S NAME (PRINT)

DEPARTMENT

CAMPUS PHONE

To be completed by the Applicant:

I have read and understand my responsibilities as a custodian of student education data through the activation of faculty services in my myOswego account at SUNY Oswego.

▶ _____
APPLICANT'S SIGNATURE

DATE

Graduate Assistants need to have the following completed.

To be completed by Supervisor of Graduate Assistant Applicant:

SUPERVISOR'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE

DATES OF GRADUATE ASSISTANT EMPLOYMENT

Important

Access to faculty services in myOswego is granted through the Registrar's Office at the request of a faculty member. Precautions are taken to insure user security when the account is enabled.

myOswego logIn information should not be shared. Account owners are responsible for the security of their account as well as data access and transactions processed under their account.

Access to student educational records classifies you as a custodian of student education records under the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and extends to you the obligation to prevent the misuse of data and to ensure confidentiality.

Access to student education records should be used solely to facilitate performance of legitimate job functions. Any person authorized access to student records information is:

1. Not to make or permit unauthorized use of any information.
2. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment and in accordance with College policies.
3. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment in accordance with College policies.
4. Not to knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. Not to aid, abet, or act in conspiracy with another to violate any part of this code.
6. To immediately report any violation of this code to his or her supervisor.

The rights and protections afforded under FERPA are those of the student only. **Parents, spouses, corporate sponsors, etc. can not be provided student record information without proper authorization by the student.** When they exist, these authorizations are retained in the Registrar's Office. Call 315-312-2136 or email registrar@oswego.edu to inquire about any authorized record access.

Some students request Confidentiality/Directory Exclusion to prevent information from their record from being available to third parties. myOswego will display the word "Confidential" on these records. Release of any information from these records is prohibited, even acknowledgement that the individual is a student here.

Requests for student information from persons or groups outside of SUNY Oswego should be directed to our FOIL Records Access Officer at 315-312-2265.

Questions about FERPA can be directed to the Registrar at 315-312-2237.

Accidental or inappropriate release of student record information should be reported to the Registrar at 315-312-2237.

No forms will be processed without signatures.

Return completed form to Registrar's Office, 301 Culkin Hall,
7060 State Route 104, Oswego, NY 13126 -or- fax to 315-312-3167