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## **WEB for Faculty User Authorization Form**

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Access to the web for faculty system 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. The security of the account, from that time forward, is the responsibility of the user's office and not of the Registrar's Office.

According to the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), electronic access to student educational records classifies you as a custodian of student education records. The release of student information is controlled by the Family Educational Rights and Privacy Act.

The Buckley Amendment is "A FEDERAL LAW DESIGNED TO PROTECT THE PRIVACY OF EDUCATION RECORDS, TO ESTABLISH THE RIGHT OF STUDENTS TO INSPECT AND REVIEW THEIR EDUCATION RECORDS, AND TO PROVIDE GUIDELINES FOR THE CORRECTION OF INACCURATE AND MISLEADING DATA THROUGH INFORMAL AND FORMAL HEARINGS."

Custodians of student educational data are required to take reasonable precautions to prevent the misuse of data and to ensure confidentiality. Custodians must not disclose information about students nor permit inspection of their records without the student's permission. Additional details are available on the Registrar's web page ([www.oswego.edu/registra](http://www.oswego.edu/registra)).

I have read and understand my role as a custodian of student education data through the activation of my web for faculty account at SUNY Oswego.

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\*Applicant's Signature

Date

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### **PLEASE FILL OUT THE FOLLOWING INFORMATION TO ACTIVATE YOUR ACCOUNT**

Applicant's Name \_\_\_\_\_  
Please print

Office \_\_\_\_\_ Phone \_\_\_\_\_

Your WEB for Faculty USER ID will be your SUNY Oswego ID number. If you do not know your ID number, we will set your default ID to your Social Security number. Your birthdate will be your PIN.

SUNY Oswego ID: \_\_\_\_\_

OR

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

When completed, please return to:

Registrar's Office  
301 Culkin Hall

or

You can fax it to:  
315-312-3167

\*Your signature is required to process the form.