

GradesFirst Account Request

Complete and send to:
Student
Success Administration
Attn: Phyliss Shey
Scan/email: pshey@utk.edu
Fax: 865-974-2944
Campus mail: 218 Greve Hall Mail Stop 3393

Name:

(Last First Middle Suffix)

Request Date: _____

Net ID: _____ Email _____

Phone _____ UT Personnel # _____ Student ID # _____

UT Position/Job Title:

College: _____

Dept: _____

Do you have Banner access? **INB** ___ Yes ___ No **SSB** ___ Yes ___ No ___ I'm not sure

Check your role for which you need access.

ADVISING CENTER

_____ Director/Associate	_____ Graduate Student Advisor
_____ Director/Assistant Director	
_____ Professional Advisor	_____ Front Desk
_____ Administrative Assistant	

COLLEGE ACADEMIC DEPARTMENT

_____ Faculty Advisor	_____ Faculty Mentor
_____ Department Head	_____ Administrative Assistant

COLLEGE DEAN'S OFFICE

_____ Dean/Associate Dean	_____ Administrative Assistant
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OTHER UNIVERSITY DEPARTMENTS

_____ Director/Associate	_____ Administrative Assistant
_____ Director/Assistant Director/Coordinator	
_____ Coach	_____ Front desk
_____ Counselor	

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SECURITY OF USER IDS AND PASSWORDS

Your user ID and password may not be shared with anyone. This account is set up for only your use. You may not log anyone else on with your user ID or password. You may not leave your GradesFirst account up and running while you are out of your office. To secure your account, you must either log off the system or protect your PC with a password (e.g. screensaver password). Violation of this policy could result in revocation of access to GradesFirst and disciplinary action up to and including termination of employment.

CONFIDENTIALITY OF EDUCATION RECORDS

The confidentiality of education records is governed by The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. & 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tenn. Code Ann. & 10-7-504 (a)(4). Absent the student's written consent, review and approval by the Chancellor, the Dean of Students, the Asst. Provost of Enrollment Services, or the University Registrar (or their designees) is required for the exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

CONFIDENTIALITY: I understand that under mandate of federal and state laws identified on this form, University policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records to any person or organization outside the University or (2) to any office or individual within the University community unless that University office or individual has been determined by the University to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for the following legitimate educational purpose(s) related to my University employment.

By signing below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access through my GradesFirst account. I understand that failure to comply with these limitations is a violation of University policy subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my user ID and password is a violation of University policy subject to revocation of access and disciplinary action up to and including termination of employment.

Under the University of Tennessee FERPA regulations students have the right to view their academic records. The University of Tennessee has chosen to allow students access to their reports and notes by logging into their GradesFirst account. Advising records (reports and notes) are considered part of the academic record accessible to students. Any advisor report and note saved in GradesFirst is considered part of the accessible advising record. These are not considered private notes exempt from FERPA. Please adhere to best practices when entering reports and notes in GradesFirst.

Students will be able to see their own advisor reports, tutor reports and notes written about them. It does not matter whether you check or uncheck the box on a note indicating a student can view the note. When they log into GradesFirst, they can click on the reports tab to see a list of reports and notes. Students can click on advisor or tutor report (shows current semester) and view the summary. By hovering over the note (not semester specific), students can view what was written. They can also click on attachments to notes and save the attachment to their computer.

(Signature)

(Date)

Approved by: _____

(Dean, Director, Department Head)

(Date)