

UNDERGRADUATE ADMISSIONS SLATE ACCESS REQUEST

Complete and send to: Undergraduate Admissions Operations, 202 Student Services Building, Fax- 974-4689, or wknott@utk.edu

1. Name: _____ Preferred Name: _____
(last first middle Jr. Sr.)

2. Net ID: _____ Email _____ Phone _____

3. UT Position/Job Title: _____

4. College/Unit: _____ Dept: _____

5. Provide an explanation of how you intend to use the system. Access will not be granted without an explanation.

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 Slate 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 Slate.

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 Vice Provost of Enrollment Management, 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 Slate account. I understand that failure to comply with these limitations is a violation of University policy subject to disciplinary action. 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.

(Signature)

(Date)

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This page only needs to be submitted if the user needs access to special roles.

Name: _____

Requested	Role	Approval
	UA Events Manager	
	Slate Administrator	
	User Management	
	UA Communications	
	Campus Safety	
	Honors and Scholars Staff	
	Honors and Scholars Holistic Review	
	1794 Scholars Program Review	
	Chancellor's Honors Program Review	
	Honors Leadership Program Review	
	Haslam Scholars Program Review	
	Haslam Scholars Program Secondary Review	
	Further Review 1794, CHP, HLP	
	Secondary Review 1794, CHP, HLP	
	Honors and Scholars Deny and Waitlist	
	Honors and Scholars Decision Audit	