

# Rosemont College

## Access or Change to All Applications

---

Please complete this form to request access to Rosemont College applications. Your signature on this form indicates that you have read and understand the confidentiality clause stated below. Please return this form to the Administrative Database Manager via campus mail.

Some individuals may be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officers at Rosemont College. Each user is legally responsible for all activity originating from his or her account.

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Extension: \_\_\_\_\_

Job Title: \_\_\_\_\_

Rosemont Email Address: \_\_\_\_\_

I require access to the following applications:

- Jenzabar
- PowerFAIDS

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Module Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read and understand the Core Application Access Policy and confirm all the information given above:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_