



REQUEST FOR ACCESS

V: 6/2020

To assist with my responsibilities at the University of North Texas, UNT Dallas, or UNT System (herein referred to as the UNT World), I am requesting access to information via the Insights 2.0 Program. I understand that I have the responsibility to protect the confidentiality and integrity of all UNT World data to which I have access. I acknowledge my responsibility to protect all such information, in whatever form, from improper disclosure or use.

I agree that the purpose of my access to the Insights Program is for internal institutional policy analysis, decision-making, and/or IRB-approved research. I understand that Insights Program data must not be used for personal purposes that extend beyond the campus. I acknowledge that the UNT World Human Subjects Review Boards and the department(s) responsible for maintaining the data must approve the use of any data for published and/or presented research. I further agree to abide by UNT World mass email policies when using data from the Insights 2.0 Program to contact students. I understand I must abide by FERPA guidelines when using student educational records or personnel records as documented further below.

I understand that user IDs and passwords used to access the Insights 2.0 Program are issued on an individual basis. I am solely responsible for all information obtained through the Insights 2.0 Program using my unique identification. **At no time will I allow use of my user ID or password by any other person regardless of role.** The Insights 2.0 Program reserves the right to revoke user privileges at any time, for any reason.

I agree that the use and interpretation of any figures, tables, charts, or analyses produced using the Insights Program tools are my own responsibility. The Insights 2.0 Program is not responsible for the use or interpretation of any analyses generated from the Insights 2.0 Program by individuals from outside the unit that created the analytic product.

In line with the terms specified above, by initialing in all light green areas and signing below, I officially request access to the Insights 2.0 Program and associated data.

Legitimate Educational Interest: The interests of UNT World school officials who have a legitimate need to review educational records to fulfill their official professional responsibilities.

I understand this definition.

Personally identifiable information: Includes a student or employee's name or address, or the name or address of the student or employee's parents or family members, a personal identifier such as a student's social security number, other direct identifiers such as a student or employee's date of birth, place of birth and mother's maiden name or any other information that alone or in combination can be linked to a specific student or employee in a way that would allow a reasonable person in the school community, who does not have personal knowledge of the individual, to identify the student or employee with reasonable certainty.

I understand this definition.

_____ As a UNT System employee, I am able to demonstrate “legitimate educational interest” when viewing and using confidential student, employee, and/or financial information in Insights 2.0.

_____ The Insights 2.0 Program may contain data revealing confidential student, employee, and/or financial information.

_____ It is my duty to act responsibly and in compliance with FERPA when viewing and using student, employee, and/or financial information.

_____ I will remain current and compliant regarding UNT FERPA regulations by visiting <http://ferpa.unt.edu> and periodically reviewing the information.

_____ I may be audited by the University in order to demonstrate ongoing FERPA compliance.

_____ I agree to follow the guidelines outlined in [Texas Administrative Code Rule §TAC 202.72](#) Staff Responsibilities for Information Security Standards for Institutions of Higher Education.

_____ I agree to follow the guidelines outlined in the [Gramm-Leach-Bliley Act](#) that protect financial Information.

_____ I agree to follow the guidelines outlined in the [UNT System Employee Information and Personal Data Policy](#) which protects Employee information.

_____ I agree to follow the guidelines outlined in the UNT System Sensitive Data Policy Guide found at: <https://itss.untsystem.edu/divisions/ets/cws/sensitive-data-policy-guide>.

_____ I agree to follow the guidelines outlined in the UNT System Information Security Handbook found at: <https://itss.untsystem.edu/divisions/mrs/policies>.

Print Name

Signature

EUID (e.g. abc1234)

EMPLID (e.g. 12345678)

Date

Supervisor’s Name

UNT World Component (Please check)

For Official Use Only

UNT UNT Dallas UNT System

Please save a local copy and email this form to insights@unt.edu

Approved Approved Date Approved By:

Role Granted Role Grant Date Role Granted By: