GEORGIA INSTITUTE OF TECHNOLOGY

Acknowledgment of FERPA Requirements for Access to Student Information

Authorizing Administrator: Reta Pikowsky, Registrar   Phone: 404-894-4181

Family Educational Rights and Privacy Act of 1974

All student information contained in Georgia Tech data systems (Banner and other systems) as well as that stored in other formats is accessible only to those whose job requirements provide a legitimate educational need to have access to such information. Much of the student academic data is covered by the dictates of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) which protects student rights with regard to educational records maintained by the institution or its agents.

All student data should be considered *confidential* and no personally identifiable information should be released without the written consent of the individual student. The intentional or non-intentional disclosure of this information to any unauthorized person by an individual could subject them to disciplinary action. Such willful or unauthorized disclosure violates Georgia Tech policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

Failure to comply with FERPA guidelines could adversely impact the privacy rights of students, could cause loss of access privileges to the individual, and cause possible loss of federal funds to the Institute. All employees who have access to or handle student data in any way are expected to remain mindful of these requirements and engage in business practices that ensure compliance.

More information on FERPA and Georgia Tech's policies are available at:
https://registrar.gatech.edu/current-students/privacy-and-students-rights

I certify that I have read and understood the above before signing.

Signed:_____Date: _____

Print Name:_____Department: _____

Employee/GT ID Number: _____

FERPA Acknowledgment Form, rev. 10/18/2018 9:51 AM

Georgia Institute of Technology

Application for OIT Accounts for Administrative Use for Current Faculty, Staff, and Students

I request a Georgia Tech (GT) account on OIT-supported computing facilities and application systems be established for my use. I confirm my understanding, with access to institute data, that I am responsible for the ethical usage of the data. I will only use the data in accordance with the authority delegated to myself to conduct Georgia Tech official business and in accordance with the following policies:

• Georgia Tech Data Access Policy (http://www.policylibrary.gatech.edu/data-access)
• Computer & Network Usage and Security Policy
(http://www.policylibrary.gatech.edu/computer-and-network-usage-and-security)

GT provides (normally, although there are exceptions) a single account for accessing administrative applications.

I certify that I have read and understood the policies regulating the access requested:

Signed: _____

Date:_____

Print name:_____Check one: _Faculty/Staff
                                                                                     _ Student

Department: :_____

Phone Number: :_____

Student or Employee gtID#   _____

FERPA Acknowledgment Form, rev. 07/28/2021 12:22 PM

Guidelines for Secure Password Selection

It is important that users change the passwords associated with their computer accounts frequently, and that they change them to something that cannot be guessed by someone else. This is because the password is the way the computer verifies that someone logging in with your account number (known as your user id) is really you. If someone else obtains your password, then can use your account to view private data, alter/destroy files, and perform illegal activities in your name.

The following guidelines will guard against someone finding out your password and using your account illegally:

Must be between 8 and 64 characters in length

Must contain characters from at least 3 character classes

A character class is a type of character. Your password must contain at least one character from 3 of the following 4 character classes:

Allowed characters are: If you have special characters in your password we suggest you change your password to consist of: uppercase alpha characters (i.e.: A-Z), lowercase characters (a-z) and numbers (0-9)... which meets Georgia Tech's policy for passwords.

Cannot contain your name or your GT Account username

For example, if your GT Account username is 'gb123', then the password 'xYgb123u7' would be an invalid password. If your name is John Doe, then '!john12x4' or 'Doe5Pass' would be invalid passwords.

Cannot be the same as any of the last 3 passwords used

Your new password must not be the same as any of your most recent, previous 3 passwords.

Can only contain characters allowable for Banner or other batch job submission.

Because your account can be used to submit batch jobs, fewer special characters are available compared to regular GT Accounts.

Oracle also doesn't like some of the special characters that other systems permit for passwords. Examples are: &, @, #, and /.

Should NOT be:

• A word found in a dictionary

• A variation of the user's name or user ID

• A commonly known fact about yourself

• A familymember's name or birth date

• A pet's name

• A school or schoolmascot

• Other personal information such as a social security number, bank PIN, or telephone number

All GT account passwords must be reset every 365 days. If you forgot your password and need it reset, please use Passport website https://passport.gatech.edu/ or contact the Technology Support Center at
404-894-7173.

If you can't remember your password and need it reset, please call the OIT Customer Support Center at 404-894-7173oremail support@oit.gatech.edu

Your email address has been added to the Banner list. This list is used to send critical notices (i.e.: incidents, upcoming downtime notices, and system changes) to users concerning Banner.