Jazzee Systems

Account Request Form

Jazzee AMS and Review access is intended for departmental administrators to manage application data. Complete and print this form, obtain the required signatures, then mail to Graduate Admissions, 318 Sproul Hall MC 5900 or send as an attachment to mb-galvez@berkeley.edu. We will email you information when your request has been processed. Please read the *Graduate Division Data Access and Use Requirements* (page 2).

Name: First	Last
Email	UID
Home Dept.	*You can find the UID in the campus directory on the individual's information page.*
Position/Title	Telephone
Address and Mail Code	

Request Type: New Account   Cancel Account   Change Account, specify

List graduate majors you wish to access:

Check the boxes below that correspond with the access your job duties require.

Jazzee AMS

Jazzee Review

Admissions Handbook

Brief explanation of your need for access

I confirm I am the program administrator for the department listed above.

FERPA training is required for access to student data.

I certify I completed the FERPA training course offered by UC Berkeley's Office of the Registrar.

I certify I have read and agree to abide by the Graduate Division Data Access and Use Requirements.

Signature and Date:

Supervisor

Name: telephone: date:

For internal use only   approved: yes   no   date   initial

Graduate Division Data Access and Use Requirements

Last updated July, 2011

When working with student information from the Graduate Division (whether online via screens, files saved to your computer, or printed information including screenshots), you are expected to follow the guidelines established in the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Practices Act (IPA) to protect restricted student information:

Respect the confidentiality and privacy of individuals whose information you access
- Access data only in the performance of assigned duties
- Use data for authorized purposes only

Learn, understand and comply with UC Berkeley and Graduate Division policies, procedures and guidelines governing use of data
- Understand what information is restricted, confidential data and what information is unrestricted (public) data
- Attend the FERPA training offered by Office of the Registrar

Protect data from unauthorized access and modification
- Never leave a computer containing restricted data logged in while it is unattended and unprotected.
- Never log someone else into a computer containing restricted data using your password.
- Ensure that appropriate security protocols are in place when viewing and storing restricted data. Computers accessing Graduate Division data must meet the standards identified in theBerkeley campus policy Minimum Security Standards for Networked Devices (http://socrates.berkeley.edu:2002/MinStds/)
- Protect restricted data from inadvertent and unauthorized access during downloading or transmission.
- Redistribute data only with permission from the Graduate Division.
- Communicate the Graduate Division's data access and use requirements to any subsequent users.
- Notify Graduate Division when roles and responsibilities have changed (such as when a staff member moves into a different department or when his/her responsibilities for student data have changed).
- Report violations of campus policy or Graduate Division requirements.

Restricted, confidential data on students is subject to several policies and regulations. The three most relevant for Graduate Division data are:
- The Berkeley campus policy on Disclosure of Information from Student Records
    http://registrar.berkeley.edu/GeneralInfo/ferpa.html,
    http://campuspol.chance.berkeley.edu/policies/studentrecdisclosure.pdf, and
    http://registrar.berkeley.edu/GeneralInfo/inforels.pdf).
- The Berkeley campus policy on Data Management, Use and Protection (http://datasteward.berkeley.edu/), especially the following sections: Roles and Responsibilities for Data Users; Best Practices for Computer Security; and Best Practices for Restricted Data.
- The Graduate Division statement on Student Records in the *Guide to Graduate Policy* (http://grad.berkeley.edu/policies/guides/f5-student-records/), including the identification of directory (public) information maintained by the Graduate Division.