

Submit signed form to [ayhelp@sa.utah.edu](mailto:ayhelp@sa.utah.edu)

Before completing this form, review University Policy **4-001** & **4-004**, read **Privacy Rights/Student Directory Information**, and complete the **FERPA Review for Faculty & Staff**. Submit signed forms to [ayhelp@sa.utah.edu](mailto:ayhelp@sa.utah.edu).

**New User Contact Information (Please Print)**

First Name Phone  
Last Name E-mail  
Job Title Role  
Department uNID  
Requested AY Role

I have read and will comply with the provisions for security and confidentiality of employee records and files as described in University Policy 4-001 & 4-004. I also certify that I am an employee of the University with a legitimate business interest in the records as defined in the Privacy Regulations. I understand that in accordance with the University Policy 5-111, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement.

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations. The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. I certify that I have a legitimate business interest in the records as defined in the FERPA information I reviewed.

I understand that the ApplyYourself WebCenter program may contain information about individuals that is "private information" as that term is defined in the Utah Government Records Access and Management Act, Utah Code Ann. § 63-2-101 et seq. I will not disclose any information from the files to anyone other than University employees who have a legitimate need to know. I will refer all other requests for information to the University's Office of General Counsel. I understand that inappropriate disclosure can result in University discipline as well as criminal penalties. I also understand that the Office of Admissions reserves the right to discontinue my access to the ApplyYourself WebCenter without notice and for any reason.

**New User Signature** \_\_\_\_\_ **Date**

**Academic Department Official Verifying New User Eligibility (Please Print)**

First Name Phone  
Last Name E-mail  
Job Title Role  
Department uNID

**Important!** If this user is replacing an existing user, list Name and uNID below:

Name uNID

By signing this form I understand that I have a responsibility to notify the Office of Admissions ([ayhelp@sa.utah.edu](mailto:ayhelp@sa.utah.edu)) when the individual noted above is no longer eligible for this account.

**Dept. Official Signature** \_\_\_\_\_ **Date**