

University of North Dakota
ConnectND Student Administration System
Statement of Understanding of the
Family Educational Rights and Privacy Act

1. I understand that by obtaining access to the ConnectND Student Administration system, I may have access to records which contain individually identifiable student information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA).
2. I agree that I will access private student information only as necessary to perform my officially assigned duties as an employee of the University.
3. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized persons violates FERPA and University of North Dakota policy and could constitute just cause for disciplinary action including termination of my employment.

I certify that I understand and agree to the above conditions. I also certify that I have completed the required data privacy training (see link and instructions below) and understand what information may or may not be disclosed.

Name: _____ EmplID: _____

Department: _____

Position Title: _____

Signature: _____ Date: _____

Approved by:

Department Head: _____ Date: _____

The Data Privacy Training can be found at: <http://community.ndus.edu/>

1. Login using your Active Directory username and password (e.g. firstname.lastname)
2. Click NDUS Employee Development
3. Click NDUS Data Privacy Training
4. Click NDUS Data Privacy Quiz to complete the training

Submit completed forms to: UND Office of the Registrar, 201 Twamley Hall, Stop 8382, FAX 701-777-2696

OFFICIAL USE ONLY

Date Training Completed: _____ Access Approved by: _____