



NORTHEAST STATE COMMUNITY COLLEGE
Request for Use of Technology (Computer Account Request)
Network Access and E-mail

Name: \_\_\_\_\_ Date: \_\_\_\_\_
First Name Middle Initial Last Name

Office Location: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

Faculty will require the signature of VP for Student Affairs for access to the Banner Student Self Service System: (access to FERPA protected data)

VP for Student Affairs: \_\_\_\_\_

FERPA: The Family Educational Rights and Privacy Act of 1974 restricts access to non-directory student information to college personnel who have a legitimate educational interest in obtaining access to a student's grades and test scores.

The technology resources at Northeast State are defined as telephone, computer software and hardware, video, copiers, fax, and fax modems. The technology available is for educational purposes and work-related functions, and any records created become the property of Northeast State.

I, the undersigned, agree to abide by the policies on technology resources at Northeast State Community College. Detailed policies and guidelines on the use of technology resources can be found in the school catalog, on the institution website, and in the Policy and Procedures manual.

\_\_\_\_\_  
User's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Date: \_\_\_\_\_

\_\_\_\_\_  
System Manager Date: \_\_\_\_\_