FORM 101A

AUTHORIZATION FOR INDIVIDUALS TO SELF SERVICE BANNER (SSB)

I designate the following Purdue University employee who assists advisors with their daily duties to review individual student data through the myPurdue Advisor SSB interface for the purposes of retrieving student educational program information, informing students about co-curricular opportunities, and performing academic record keeping. Each designee understands that inappropriate use of these data violates the University’s policy regarding the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S. Code Paragraph δ 1232g). Each designee further recognizes that their FERPA and GLBA certifications must be renewed annually and that non-compliance may result in temporary loss of SSB access.

If you have questions or need assistance in completing this form, please call 494-7228.

Designee Name / PUID

________________________________________________________________________

College/School/Department _________________________________________________

Role Requestor (Dean/Associate Dean/Director) ☐ Add ☐ Remove

Printed Name and Title

________________________________________________________________________

College/School/Department _________________________________________________

Route to: STUDENT DATA STEWARD - HOVD, RM 68
610 PURDUE MALL - WEST LAFAYETTE, IN 47907-2040
765-494-7228 - FAX: 765-494-0570

For Registrar office use only below this line

(Signature) ☐ FERPA ☐ GLBA ☐ Not student worker Alias: ____________

(Signature) Date Dept. #: ____________