Secure Web Access Agreement for Educational Institutions

Institution Terms & Conditions

In order to safeguard the integrity and security of the educational institution’s student information and the National Student Clearinghouse (“Clearinghouse”) database, the undersigned educational institution (“Institution”) agrees to comply with the following terms as condition of its use of the Clearinghouse’s secure web site:

1. The Institution agrees to:
   a) Use the Secure Web Access Agreement to obtain a user name and password for each individual for whom it requests access to the Clearinghouse’s secure web site under the auspices of or on behalf of the Institution (“authorized personnel”).
   b) Take all necessary steps to ensure that authorized personnel do not share their user names and passwords with other individuals or entities.
   c) Contact the Clearinghouse immediately to cancel the user names and passwords assigned to personnel whose access to the Clearinghouse’s secure web site it no longer wishes to authorize. The Institution is solely responsible for breaches resulting from the Institution’s failure to notify.

2. The Clearinghouse offers nine types of secure web access to student data depending on the purpose of the inquiry.
   a) The Institution will ensure that authorized personnel use the Clearinghouse’s secure web site only for the purposes specified by the access type selected for each user.
   b) The Clearinghouse will monitor the use of its secure web site to help ensure that authorized personnel use access types solely for their specified purposes.

3. The Institution and all authorized personnel agree to comply with all federal, state and local requirements pertaining to the security, confidentiality and privacy of information maintained by the Clearinghouse, including the Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Federal Privacy Act, 5 U.S.C. 552a.

4. The Clearinghouse may send a copy of any completed Secure Web Access Agreement to the individual who signed its school participation agreement for the specific service(s).

5. The Secure Web Access Agreement remains in effect so long as the Institution is active with that service(s). If the institution is not active with a service, it will not be granted access to the service and must contact its Clearinghouse regional director to participate.

User Terms & Conditions

By signing this agreement, the user(s) agrees that he or she:

1. Will not allow anyone else to use his/her user name/password or otherwise obtain access to the Clearinghouse secure web site with his/her user name/password and will protect his/her user name/password against inadvertent disclosure.

2. Will use web-based access to the Clearinghouse database solely for the purposes specified on this agreement.

3. Will log off the Clearinghouse secure web site as soon as he/she has completed his/her work and will not leave the computer unattended while connected to the Clearinghouse secure web site.

4. Is authorized by his/her institution, and in accordance with his/her official duties, to obtain and use the type(s) of access specified in this agreement.

5. Will request a user name and password that meet Clearinghouse requirements, as provided on the bottom of page two of this agreement. If the user requests a user name and/or password already in use or that does not meet Clearinghouse requirements, the Clearinghouse will assign a user name and/or password to the user.

6. Understands that if he or she does not actively use his/her web user account, the Clearinghouse reserves the right to deactivate his/her web access and/or delete any web-related responsibilities.

Please print clearly, sign and fax form to 703-742-4239
Secure Web Access Agreement for Educational Institutions (cont’d)

User Information

<table>
<thead>
<tr>
<th>Name of User (please print)</th>
<th>Title</th>
<th>User Signature*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>User Name1 Requested</th>
<th>Password1 Requested</th>
<th>Phone Number (with area code)</th>
<th>Email Address</th>
</tr>
</thead>
</table>

- ☐ ADD user
- ☐ DELETE user
- ☐ RESET password

Authorized Web Access Requested (please check all that apply)

- ☐ Basic Web Access: User can view all of the Institution’s student enrollment data and use online tools for its Core, DegreeVerify and EnrollmentVerify services, but cannot submit data online. This access is usually granted to registrar and financial aid personnel.
- ☐ Enrollment Online Update: User has basic web access AND can submit changes online to student enrollment records maintained by the Clearinghouse for the institution. This access must be approved by an authorized staff person within the registrar’s office.

DegreeVerify

- ☐ DegreeVerify Research: User has basic web access AND can submit additional information online to the Clearinghouse to close out pending degree verification requests. This access is usually granted to registrar personnel.
- ☐ Degree Online Update: User has basic web access AND can add individual degree records online. This access is usually only granted to senior registrar personnel.

StudentTracker (read only access for all types)

- ☐ Financial Aid Queries: User can view the Clearinghouse database to assist in the administration of financial aid, including deferring Perkins Loans, responding to student deferment inquiries, verifying and/or challenging cohort default rates, applying for additional work/study financing or Perkins Loan funding, and confirming the enrollment status of a student’s sibling or parent. This access is usually granted to financial aid or business office personnel.
- ☐ Admissions Queries: User can view the Clearinghouse database to verify an applicant’s assertions regarding previous attendance at other institutions or determine the final enrollment decisions of applicants and prospects who never applied. This access is usually granted to admissions directors, institutional researchers, and/or enrollment managers.
- ☐ Institutional Research Queries: User can view the Clearinghouse database to determine the subsequent educational experiences of their drop-outs, graduates, and previously enrolled students. This access is usually granted to registrars, institutional researchers, and/or enrollment managers.
- ☐ LoanLocator: User has basic web access AND can view student borrowers’ loan-level detail to determine and administer financial aid. This access is typically granted to financial aid personnel and must be authorized by the financial aid director or higher level school official.

Transcript Ordering (read only access)

- ☐ Transcript Ordering Staff: User has basic web access AND can process transcript orders. This access is usually granted to transcript personnel in the registrar’s office.

Authorization

On behalf of (institution name) ____________________________ OPED ID# ___________________  

I authorize the web-based access described in this Agreement. I am a department head or other school official authorized to bind the Institution to the terms of this Agreement. I also accept responsibility for training and supervising the user(s) in accordance with the terms of this Agreement.  

Authorizing Signature ____________________________ Date ____________________________  

Printed Name ____________________________ Title ____________________________  

1User signature is not required for deletions, but you must provide the user name.  

2User name must be 3-9 characters and contain only letters, numbers, ‘@’, ‘.’ and ‘_’. Password must be 6-20 characters, have at least one letter AND one number, and cannot have three of the same characters in a row. When access is granted, the user will be notified via email.

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