

Staff Request for WebPortal Access

SDSU WebPortal Guidelines

To obtain access to the SDSU WebPortal, you must agree to the following conditions:

1. Your signed confidentiality agreement must be on file with Business and Financial Affairs.
2. You will only use your own account and password when accessing WebPortal.
3. You will not disclose your assigned account and password to anyone.
4. You will keep account passwords in a secure location.
5. You may only disclose personally identifiable information on an individual student to faculty and staff who have a legitimate need for such information. Personally identifiable information will not be disclosed to other campus or off-campus individuals. Please direct such requests to Enrollment Services.
6. Students cannot be given access to faculty or staff accounts.
7. College coordinators or non-academic department directors should submit this form requesting an account cancellation should responsibilities change in such a way as to no longer require access to WebPortal.

New WebPortal Account Request *(all fields required)*

RedID

Name *(please print)*

Title

Department/College

Phone

Email

Request for: New Account Additional Access Cancel Account

I currently have a portal account. List current username(s): _____

Describe the duties to be performed to support the request.

I, the undersigned, am requesting access to confidential student information. I have read and understand the information stated above. I am committed to protecting the privacy of student records and adhering to the regulations identified in the Federal Family Education Rights and Privacy Act (FERPA) of 1974. I agree to only use my WebPortal account to access information for which I have a legitimate, work-related need.

Signature

Date

Approval *(in ink, no replicas)*

Signature of Chair/Director

Department

Phone

Date

Signature of College Dean

College

Phone

Date

Academic departments submit form to college coordinators. Non-academic departments submit form to the Office of the Registrar: Room SSW 1641, MC 7453.

Allow 7 days of processing of accounts once received by the Office of the Registrar.

Request Completed By:

Date User Notified:

User Signature for Temporary Password and Account Information:

Date: