LEWIS & CLARK COLLEGE
The Raiser's Edge Access Request

Access to The Raiser's Edge database systems is a privilege. Individuals with a work-related need for access to the information contained in these systems may be granted such privilege based on a qualified request submitted by their supervisor. All users of these systems are required to demonstrate understanding of the Family Education Rights and Privacy Act of 1974 [FERPA] by completing the online FERPA training. Access to certain information may also be governed by other state and federal laws and is subject to all college policies. All users of these systems are required to read and submit a signed *Data Access and Use Agreement (see reverse)* and agree to abide by the conditions of this agreement and any future revisions.

APPLICANT (PLEASE PRINT)

LAST NAME	FIRST	MIDDLE INITIAL
		/ x
TITLE	DEPARTMENT	CAMPUS BOX/EXTENSION
LC E-MAIL (REQUIRED FOR ACCESS)		ID NUMBER

Please describe the nature of access that is requested for the applicant listed above, including what information the individual will maintain versus view only.

THE ABOVE INFORMATION IS USED FOR INITIAL ASSIGNMENT OF RIGHTS AND MAY BE MODIFIED AS NEEDED TO FIT JOB REQUIREMENTS.

As this individual's supervisor, I recommend approval of the above applicant for access to the college's Raiser's Edge database system. I agree to notify the Director of Advancement Services of any change in this individual's employment status or job responsibilities that would warrant a change in access privileges.

	X	/ /
SUPERVISOR NAME (PLEASE PRINT)	SUPERVISOR SIGNATURE	DATE

APPLICANT MUST READ AND SIGN THE DATA ACCESS AND USE AGREEMENT (SEE REVERSE)

LEWIS & CLARK COLLEGE

The Raiser's Edge Access and Use Agreement

Data stored on college computers are an institutional resource and belong to the College. These data are available to qualified individuals for college-related uses only. The user agrees to make responsible and ethical use of the data in cooperation with the offices that manage or otherwise have functional or custodial responsibility for the data. A qualified user will adhere to the following conditions:

- A qualified user is an employee of Lewis & Clark College. Requests for access to data must be approved by the Director of Advancement Services.
- The user agrees to follow standard operating procedures for accessing, entering, updating and exporting data as determined and specified by Advancement Services.
- Access will not be granted until the user has completed appropriate Raiser's Edge training and has shown competency and understanding of his/her responsibilities. Continued access to Raiser's Edge is contingent upon completing any ongoing training required by Advancement Services.
- The user shall use current data and participate in keeping data accurate by reporting any updates to, and in forms specified by, Advancement Services.
- The user understands that some data are confidential and other data may be sensitive as the indiscriminate use or release of such data could interfere with the function of a particular office or otherwise bring injury to the College. Problems are less likely to occur in an atmosphere of courtesy, cooperation and communication between a user accessing data and the office with functional or custodial responsibility over it. The user agrees to avoid duplicate and uncoordinated efforts which conflict with responsibilities assigned to the office that manages particular data.
- The user will be held accountable for data access and use by an unauthorized individual resulting from shared passwords or unattended access points.
- The user understands that the shared nature of The Raiser's Edge data and access to information does not necessarily confer that user the right to use the data, even within their job responsibilities or for the benefit of Lewis & Clark College.
- No data in either electronic or printed form shall be released to other parties without approval by Advancement Services, including reports or publications derived from analysis of data. No confidential data shall be released to third parties. All lists for external purposes must be vetted by Advancement Services personnel until such time that the user has clearly demonstrated the ability to manage these responsibilities properly.
- The user understands their responsibility for safeguarding Raiser's Edge data extends to proper storage and transfer of exported files.
- The user will abide by standard operating procedures as determined by Advancement Services, provisions of the FERPA, other state and federal laws and college policy which may apply.

Failure to comply with the above conditions will result in immediate loss of access privileges. Violations of state and/or federal laws will be referred directly to appropriate campus-level and outside authorities.

I understand and agree to abide by the conditions of this agreement. I have completed the online FERPA training and have attached a printout of the online completion page with this signed agreement.

	X	/ /
APPLICANT NAME (PLEASE PRINT)	APPLICANT SIGNATURE	DATE

PLEASE RETURN THIS SIGNED AGREEMENT TO ADVANCEMENT SERVICES, BOX 88