

Division of Information Technology NetID Identity Services One Time Data Request



For help with completing this form, contact idsm-support@tamu.edu. Email the completed form to idsm-support@tamu.edu.

Requesting Office/Department:

Division of IT Identity Services can release data only to units within the Texas A&M System. Outside entities need to file an open records request with the appropriate university office.

Data Details:

Check desired data elements that should be contained in generated file.

UIN

First Name

Last Name

Employment Information:

Title

Office Phone Number

Campus Mail Stop

AdLoc Code

AdLoc Department: code name

AdLoc College: code name

AdLoc Division: code name

Enrolled Student information:

Classification: code name

NetID

published email address

@email.tamu.edu email address

Adloc Executive Level: code name

AdLoc System Member: code name

EmpLoc Code

EmpLoc Department: code name

EmpLoc College: code name

EmpLoc Division: code name

EmpLoc Executive Level: code name

EmpLoc System Member: code name

Major: code name

If other data elements are required, please describe below.

Target population.

List of UINs provided by requester

OR

Role. Check at least one box.

Faculty

Staff

Students enrolled in current semester

Students enrolled in future semesters

OR

Custom. Enter description here ►

Location. Check at least one box.

TAMU-CS main campus

TAMU-CS School of Law

TAMU-CS Health Science Center

TAMU-GV campus

TAMU-QT campus

Data Use:

How will this data be used?

Will data be loaded to a third-party/externally hosted site? Yes No

If yes, send a copy of the contract with the data request.

Data Requester/Recipient:

The requester must be a faculty or staff employee of the Texas A&M System. The recipient is the person to whom the data file will be sent.

	Requestor	Recipient
Name		
UIN		
Email		
Title		
Department		
Telephone		

Compliance – if data is sent to third-party (externally hosted) application:The third-party application is performing an institutional service for which the Local Education Agency (Texas A&M University) would otherwise use employees. Yes No

Comments:

The third-party application is under the direct control of the Local Education Agency (Texas A&M University) with respect to the use and maintenance of education records and there is a signed agreement in place. Yes No

Comments:

The third-party application is subject to the requirements in §99.33(a) of the FERPA regulations governing the use and re-disclosure of Personally Identifiable Information from education records. Yes No

Comments:

The third-party application provides language similar to the information on the tamu.edu site (<http://www.tamu.edu/statements/privacy.html>) about privacy and security. Yes No

Enter URL here ► _____

Comments:

The third-party application contains a published statement, visible to the NetID account holder before login, that: Yes No

- a. They have left the Texas A&M University network.
- b. They are logging into a website hosted by <Service Provider> on behalf of <College/Division/Department> of Texas A&M University.

Enter URL here ► _____

Comments:

Request Deadline: Please allow 2-4 weeks for the request to be processed.

By what date do you need the data?

TEXAS A&M IDENTITY SERVICES USER AGREEMENT TO ACCEPT RESPONSIBILITY

- I understand use of University computing resources is restricted to authorized Texas A&M University business.
- I will comply with information security controls and System Regulations, University Rules and SAPs, guidelines, and standards to prevent unauthorized or accidental disclosure, modification or destruction. I will be responsible for any security breach and/or willful misuse or deliberate system damage resulting from any violation of this agreement.
- **Data obtained from Division of IT Identity Services are to be used for the specific purpose stated on this document. This authorization is not transferable to other parties or for purposes not identified by this document.**
- The department authorized for this data will assume the administrative costs to include development and on-going maintenance involved in supplying this data.
- I understand that violation of this agreement may result in disciplinary action, up to and including termination of employment.

The agreement is bound by the Texas A&M Identity Services Acceptable Use Policy, the University FERPA Policy and University Acceptable Use Guidelines

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS

Requestor Name (Printed)	Supervisor Name (Printed)
Requestor Title	Supervisor Title
Requestor Department	Supervisor Department
Requestor Signature Date	Supervisor Signature Date

For Division of IT Use Only

Notes:

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Signatures:

HR Data Custodian Approval Date	Student Data Custodian Approval Date
Division of IT Approval Date	CISO Signature Date