

Faculty and Staff Access to Electronic Student Records Policy
KUMC Office of the Registrar
Revised: July 13, 2005

Access to electronic student records is granted to faculty and staff in accordance with the University of Kansas' Student Records Policy and the Family Educational Rights and Privacy Act (FERPA).

The KUMC Registrar is responsible for determining the appropriate level of access that a user may have to the official electronic student information systems and maintaining a record of individual user access. The official systems include but are not limited to:

- SAKU (PeopleSoft)
- Online Photo Rosters
- Data Mart reporting system

In order to gain access, a user must first successfully complete an online FERPA training course before access will be granted. Existing users will be required to do an annual recertification determined by the KUMC Registrar in order to maintain their access. Faculty and staff who do not complete recertification as prescribed by the KUMC Registrar are subject to having the access discontinued until the requirements are met.