North Carolina Central University

Research, Evaluation, and Planning Information System

REPIS ACCESS REQUEST FORM

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Please complete only if user should have access to all departments and accounts within the School/Division.

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OTHER: _____ (Please specify)

All members of the University community share responsibility for keeping unpublished data physically secure and for protecting the confidentiality of restricted-access information. I acknowledge and understand that any "non-directory information" accessed by me and/or extracted via Research, Evaluation, and Planning Information System is private information protected by federal law and University policy. I acknowledge and understand that I may only access and/or extract this information when it is necessary or desirable for me to have it in order to do my job.

The University is committed to compliance with the Public Records Law, and questions about its implementation by this institution should be directed to the University's Legal Counsel.

I further agree that, if I leave the University, or no longer need access to the Research, Evaluation, and Planning Information System (REPIS) in order to do my job, I will notify the REPIS Administrator (919-530-5217) so that my access to this information may be terminated.

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Signature of Employee	**Print Name**	**Date**

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Signature of Dean/Chair/VC	**Date**	**Signature of AVC of REP**	**Date**

530-5217Attn: Sylvia Seward]