



National Student Clearinghouse®

2300 Dulles Station Boulevard, Suite 300
Herndon, Virginia 20171

703-742-4200

www.studentclearinghouse.org

Secure Web Access Agreement for Educational Institutions

Institution Terms & Conditions

In order to safeguard the integrity and security of the Clearinghouse student enrollment database, the undersigned educational institution ("Institution") agrees to comply with the following terms as condition of its use of the National Student Clearinghouse's ("Clearinghouse") secure web site:

1. The Institution agrees to use the Secure Web Access Agreement to obtain a user name and password for each individual for whom it requests access to the Clearinghouse's secure web site under the auspices of or on behalf of the Institution ("authorized personnel").
 - a) The Institution agrees to take reasonable steps to ensure that authorized personnel do not share their user names and passwords with other individuals or entities.
 - b) The Institution agrees to contact the Clearinghouse immediately to cancel the user names and passwords assigned to personnel whom it no longer wishes to authorize to obtain access to the Clearinghouse's secure web site.
2. The Clearinghouse offers 10 types of secure web access to student data depending on the purpose of the inquiry.
 - a) The Institution agrees to designate appropriate access types for authorized personnel in accordance with their official and actual institutional responsibilities.
 - b) The Institution will ensure that authorized personnel use the Clearinghouse's secure web site only for the purposes specified by the access type selected for each user.
 - c) The Clearinghouse will monitor the use of its secure web site to help ensure that authorized personnel use access types solely for their specified purposes.
3. The Institution and all authorized personnel agree to comply with all federal, state and local requirements pertaining to the security, confidentiality and privacy of information maintained by the Clearinghouse, including the Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Federal Privacy Act, 5 U.S.C. 552a.
4. The Clearinghouse may send a copy of any completed Secure Web Access Agreement to the individual who signed its school participation agreement for the specific service(s).
5. The Secure Web Access Agreement remains in effect so long as the Institution is active with that service(s).

User Terms & Conditions

By signing this agreement, the user(s) agrees that he or she:

1. Will not allow anyone else to use his/her user name/password or otherwise obtain access to the Clearinghouse secure web site with his/her user name/password and will protect his/her user name/password against inadvertent disclosure.
2. Promises to use web-based access to the Clearinghouse database solely for the purposes specified on this agreement.
3. Will log off the Clearinghouse secure web site as soon as he/she has completed his/her work and will not leave the computer unattended while connected to the Clearinghouse secure web site.
4. Is authorized by his/her institution, and in accordance with his/her official duties, to obtain and use the type(s) of access specified in this agreement.
5. Will request a user name and password that meet Clearinghouse requirements, as provided on the bottom of page two of this agreement. If the user requests a user name and/or password already in use or that does not meet Clearinghouse requirements, the Clearinghouse will assign a user name and/or password to the user.

Complete, sign and fax form to 703-742-4239

Secure Web Access Agreement for Educational Institutions *(cont'd)*

	Add	Delete ¹	Access Type	Description
Core Service	<input type="checkbox"/>	<input type="checkbox"/>	Basic Web Access READ ONLY ACCESS	User can view all of your school's student enrollment data and use online tools to manage your Core, DegreeVerify and EnrollmentVerify relationships (cannot submit data online). This type of access is usually granted to registrar and financial aid personnel.
	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Online Update READ & UPDATE ACCESS	User has basic web access AND can submit changes online to individual student enrollment records maintained by the Clearinghouse for your school. This type of access must be approved by the relationship executive or someone authorized in the registrar's office.
DegreeVerify	<input type="checkbox"/>	<input type="checkbox"/>	DegreeVerify Research READ & UPDATE ACCESS	User can submit additional information online to the Clearinghouse to close out pending degree verification requests. This type of access is usually granted to registrar personnel.
	<input type="checkbox"/>	<input type="checkbox"/>	Degree Online Update READ & UPDATE ACCESS	User has basic web access AND can add individual degree records online. This type of access is usually only granted to senior registrar personnel.
StudentTracker	<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid Queries READ ONLY ACCESS	User can view the Clearinghouse database to assist in the administration of financial aid, including deferring Perkins Loans, responding to student deferment inquiries, verifying and/or challenging cohort default rates, applying for additional work/study financing or Perkins Loan funding, and confirming the enrollment status of a student's sibling or parent. This type of access is usually granted to financial aid or business office personnel.
	<input type="checkbox"/>	<input type="checkbox"/>	LoanLocator - Student's Outstanding Loan Balances READ ONLY ACCESS	User can view student borrowers' loan-level detail through LoanLocator, powered by Meteor, in conjunction with their responsibilities to determine and administer student financial aid. This type of access is typically granted to financial aid personnel and must be authorized by the financial aid director or higher level school official.
	<input type="checkbox"/>	<input type="checkbox"/>	Prior Enrollment Queries READ ONLY ACCESS	User can view the Clearinghouse database to verify an applicant's assertions regarding previous attendance at other institutions. This type of access is usually granted to admissions directors, institutional researchers and/or enrollment managers.
	<input type="checkbox"/>	<input type="checkbox"/>	Subsequent Enrollment Queries <i>(Prospective Students)</i> READ ONLY ACCESS	User can view the Clearinghouse database to determine the final enrollment decisions of prospects who never applied and applicants. This type of access is usually granted to admissions directors, institutional researchers and/or enrollment managers.
	<input type="checkbox"/>	<input type="checkbox"/>	Subsequent Enrollment Queries <i>(Previously Enrolled Students)</i> READ ONLY ACCESS	User can view the Clearinghouse database to determine the subsequent educational experiences of their drop-outs and graduates. This type of access is usually granted to registrars, institutional researchers and/or enrollment managers.
Transcript Ordering	<input type="checkbox"/>	<input type="checkbox"/>	Transcript Ordering Staff READ ONLY ACCESS	User can process transcript orders. This type of access is usually granted to transcript personnel in the registrar's office.

On behalf of (institution name) _____ OPED ID# _____

I authorize the web-based access described in this Agreement. I am a department head or other school official authorized to bind the Institution to the terms of this Agreement. I also accept responsibility for training and supervising the user(s) in accordance with the terms of this Agreement.

Signature _____

Date _____

Printed Name _____

Title _____

Name <i>(please print)</i>		Title	User Signature¹
User name² Requested	Password² Requested	Phone Number <i>(with area code)</i>	Email Address

¹User signature is not required for deletions, but you must provide the user name.

²User name must be 3-9 characters and contain only letters, numbers, '@', '.' and '_'. Password must be 6-20 characters, have at least one letter AND one number, and cannot have three of the same characters in a row. When access is granted, the user will be notified via email.

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