

University of South Alabama
Navigate South Request for Access

Please complete through Dean's signature and return to navigatesouth@southalabama.edu.

Date: _____

Requester Name: _____ Title: _____

Department: _____ College: _____

Jag Number: _____ Email: _____

Please describe the access needed in Navigate South:

Mimic Access

Name of individual to mimic: _____

As an employee of the University of South Alabama, I understand and agree to the following:

- Users of Navigate South are responsible for understanding the rights and responsibilities, as well as upholding the policies relating to the Family Education Rights and Privacy Act (FERPA). Access to education records is limited to a legitimate educational interest that is essential to carrying out your job responsibilities related to education and in support of USA's educational mission.
- Legitimate educational interest must be related to your job responsibilities in support of the University's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
- Your legitimate educational interest is limited. While you may have a need to access education records for students in your college, you do not necessarily have a similar need to view records of students outside of your college. The ability to access education records does not authorize access or use.

Please note that students may view their records with proper identification (University ID, or Driver's License).

Requested by (print): _____ Date: _____

Requested by (signature): _____

Dean approval (signature): _____ Date: _____

Navigate South administrator (signature): _____ Date: _____