



Canvas Admin Access Agreement

Name: _____

ID: _____

A#: _____

Direct Mgr: _____

Reason access is needed:

Unless otherwise indicated, the requestor will receive "Departmental Admin" access, providing access to the courses and materials within the specified department.

I understand that by virtue of my employment at Illinois Institute of Technology, I may have access to records which contain individually identifiable student information, the disclosure of which is restricted by the Family Education Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand the disclosure by me of this information to any unauthorized recipient would violate FERPA and Illinois Institute of Technology's policies on student records, and could constitute just cause for disciplinary action, including termination of my employment. I also will visit www.iit.edu/registrar/student_records/ferpa.shtml for online information regarding the Family Educational Rights and Privacy Act (FERPA) before beginning to access student information through Banner Student.

Signed _____ Date _____

After completion, send this form to SupportDesk@iit.edu. An admin training session will then be scheduled to review the admin role.