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INFORMATION PARTNER ROLE

Access to student information is regulated by the Federal Educational Rights and Privacy Act (FERPA), and should only be given on a need-to-know basis. University employees who require access to student records in order to perform their job responsibilities may request access to AIM. Information Partners play a vital role in ensuring that employees have the access needed to do their jobs efficiently, without having more than necessary. We appreciate the time you spend reviewing AIM Access requests, and rely very heavily upon your knowledge of the job responsibilities for employees in your areas.
The role of Information Partner includes:

- Acting as a liaison with the BYU Registrar’s Office to determine the appropriate AIM access for employees in their areas of responsibility.
- Reviewing and approving AIM access requests before they are sent to the BYU Registrar’s Office for approval and processing.
- Working with supervisors to make sure that access for terminated employees is expired in a timely manner.
- Reviewing and updating the AIM Access Master List sent by the AIM Access Administrator each semester.

The AIM Access Request Status Page, located at [aimaccess.byu.edu](http://aimaccess.byu.edu), is the starting point for anything related to AIM access requests. From here you may do the following:

- Get instructions
- Initiate a request
- Complete a request
- Add notes to an existing request
- Approve a request as an Information Partner
- Discontinue or withdraw a request
- View status of pending requests
- Search for past requests

Three steps must be completed when requesting AIM access:

1. **Initiate a Request** (aimaccess.byu.edu) – may be done by employee, supervisor, or Information Partner.
   - Enter Net ID then tab to autofill Name field. This verifies that Net ID was entered correctly. If the field does not autofill, just type in the name.
   - Employee is sent an email with a link to the Status Page and instructions for completing the request.
2. **FERPA Training** (ferpa.byu.edu) – Employee watches the online FERPA training videos and answers questions. (There is also a link within the request form).
   - Employee must watch the introductory video as well as the video for faculty or staff.

3. **Complete the Request** (aimaccess.byu.edu) – On the Status Page, employee clicks the blue Complete Your Request button to open the request, then agrees to the Confidentiality of Records Agreement and clicks Submit.
   - Requests that have not been completed by the employee within one month will be discontinued.

### APPROVING A REQUEST

The Information Partner receives an email when a request is ready for approval.

- On the Status Page, requests needing approval will show under *Info Partner Approvals*.
- Click on Name or NetID to open request to be approved.
- Review request, add any notes or clarifications, and approve (or discontinue) request.

### EXPIRING AIM ACCESS

To expire access, choose one of the following options on the AIM Access Request form (no approvals are necessary):

- *Replace an existing employee who has the same access* - Use this option to request access for a new employee and expire access for the employee being replaced on the same request form.
- *Expire employee access* - Use this option to expire all or partial access for an employee. Please specify which access to expire if not expiring all access.

### REPORTS

The following reports are available at any time from the AIM Access Administrator:

- AIM Access Master List – lists all employees with AIM access in each Info Partner’s area, along with the Info Areas and QuickURL pages.
• Individual Employee AIM Access – shows Info Areas, QuickURL pages, and Descriptions of a single employee’s access.

• Information Areas and Associated Pages – lists the Information Areas, Quick URLs and Page Names commonly used by employees in the Info Partner’s area.