Below is the update from the Office of the Registrar for December 22, 2014. If you have questions, please contact the person associated with the update. Thank you!

Contents:
- Security Passphrase Implementation
- u.direct Demo – Save the Date!
- Registrar's E-memos: Security Passphrases Required

Security Passphrase Implementation (Office of the Registrar)

E-memos announcing the new security passphrase requirement were sent to faculty, staff and students on the evening of Thursday, Dec. 18 (see "Registrar's E-memos," below).

To clarify, the security passphrase requirement applies primarily to business conducted over the phone and in person. In regard to email, use of an @colorado.edu email address generally confirms a student's identity; however, FERPA-protected data above Level 3 should not be sent (see Sending Student Data Electronically).

If the student is using an external email address, data security is not assured, and only directory information may be disclosed.

Contact the Office of the Registrar with questions about the new security passphrase.

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u.direct Demo – Save the Date! (Amelia Jackson)
Wednesday, January 28, 2:30 p.m.

There will be a u.direct demo at the Transfer Articulation and Degree Audit (TADA) meeting on Jan. 28, 2015. If you are not a regular attendee of this meeting, but are interested in attending the demo or watching it on your own, please contact Amelia Jackson at amelia.r.jackson@colorado.edu.

Registrar's E-memos (Crystal Eilerman)

1) The following e-memo was sent on Thursday, Dec. 18, to all active CU-Boulder students.

> # Office of the Registrar
> UNIVERSITY OF COLORADO **BOULDER**
>
> Dear [first name],
>
> As a CU-Boulder student, you are now required to set a security passphrase in MyCUInfo in order for the university to assist you over the phone or in person without a photo ID. Enforcement of security passphrases begins on **January 12, 2015**.

As required by the Family Educational Rights and Privacy Act ([FERPA](#)), CU-Boulder is committed to protecting your educational record by limiting disclosure of your personal (non-directory) information.

If you have a question about your educational record by phone or in person, but you cannot present a photo ID, you will be asked to provide your established security passphrase to help validate your identity. If your security passphrase has not been set, you will be asked to create one before being helped.

Set Your Security Passphrase

Visit the [Security Passphrase](#) page for step-by-step instructions. Your passphrase can be up to 50 alphabetical characters (numbers, symbols and special characters are not accepted), and should be easily remembered but difficult to guess. Do not use your IdentiKey password. If your passphrase contains lewd, intimidating, abusive or threatening language, you may be refused service and referred to the Office of Student Conduct.

Third-Party Access

Do not share your security passphrase with anyone. If you want a third party (e.g., a parent, grandparent or sponsor) to have access to your record, you must visit the Office of the Registrar in person and complete a Student Permission Form to authorize release of non-directory information to a third party.

If you have questions, contact the Office of the Registrar.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
[Map: Regent Administrative Center Room 101](#)
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Office of the Registrar | University of Colorado Boulder
303-492-6970 | registrar@colorado.edu | [colorado.edu/registrar](#)

2) The following e-memo was sent on Thursday, Dec. 18, to CU-Boulder faculty and staff.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first name],

As required by the Family Educational Rights and Privacy Act (FERPA), the university must verify a student's identity before disclosing their protected information. If a student cannot present a photo ID (i.e., they don't have ID with them or they're contacting the university remotely), university employees must use an alternate method.

Effective **Monday, January 12, 2015**, to verify a student's identity in lieu of a photo ID, the student must correctly state their established security passphrase. Students [set their passphrase](#) in [MyCUInfo](#); university employees view the passphrase through Campus Solutions or MyCUInfo's Faculty Toolkit.

To prepare for this requirement, please carefully review our [Security Passphrase Business Practices](#), which explain:

- the purpose of the new requirement
- business practices for requesting and verifying security passphrases

- recommended responses when a student's passphrase has not established, is stated incorrectly or contains inappropriate language

If you have questions, contact the Office of the Registrar.

Regards,

Office of the Registrar

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