

Online Advising Tool Guidelines

When logging onto the Online Advising Tool, the KU faculty or staff member should remember that the contents of the student records are covered by federal privacy law (FERPA—Family Educational Rights and Privacy Act) as well as potentially other federal and state privacy laws. This is Level I class information on KU campus ([link to Data Class Policy](#)).

The following is some guidance when utilizing the resources of the OAT, including, but not limited to:

- 1) Treat all information contained in the OAT system as “confidential” or Level I Information. For specific procedures see the Data Classification and Handling Policy and Procedures. Also, consider the following:
 - a. If you download any information from the system into an electronic file, ensure that you have all the privacy and security measures recommended for Level I Information running and used
 - b. If you print any information from the OAT system, ensure that the papers are not left out or made accessible to anyone other than yourself and the student for whom you are providing the advice. For example, lock up the paper printed from OAT at the end of the day in a secure cabinet. Ensure that you use secure shredding methods to dispose of the papers when they are no longer of use to you (cross-cut shredder or secure shredding bins). Do not recycle in the blue bins or dispose of in the trash receptacles.
- 2) All health information should be minimally entered. The system is not currently set up to secure health information so only minimum necessary information should be entered. For example, Student had to withdraw due to approved issue. Do not enter anything specific regarding a health condition in this record. This is an advising record, not a health record.
 - a. Use preferred language to enter for health situation causing withdrawal, includes the following: “Student situation potentially meets retroactive withdrawal policy criteria, advised to complete petition.”
 - b. Another option for health or personal issues causing withdrawal may be the following, “Significant personal issues impacting academic performance appropriate referrals made. Details available in office file.”
- 3) The OAT should be accessed only by those faculty or staff with an approved consent of the student or for whom their job duties specifically define “student advising” as a major or essential duty of the job.
- 4) If there are any irregularities or questions regarding the usage of the information in the system, the inquirer should contact the University Registrar.
- 5) When in doubt regarding the release of any information, do not give it out. Refer the requestor to the University Registrar.
- 6) Remember, anything entered in the Online Advising Tool is visible to an approved user or the student. We do not currently have role and responsibility (i.e. limited) access to the information contained in the Tool. Please think before you write.