REQUEST FOR ACCESS TO STUDENT LOAN SERVICES SECURE WEBSITE

BANK OF NORTH DAKOTA
STUDENT LOAN SERVICES
SFN 59715 (11-2011)

This request is being made to Bank of North Dakota (BND) Student Loan Services to allow access to the secure website within *mystudentloanonline.nd.gov* for the following financial aid employee.

Name (please print)	Title		
Telephone Number (include area code)	E-mail Address		
School Name	School Code		
Address	City	State	Zip Code
Financial Aid Director (please print)	E-mail Address		

BND USER AGREEMENT

To access and use BND's Student Loan Services secure website within *mystudentloanonline.nd.gov*, you are required to agree to and accept the following Terms and Conditions. Please read them carefully.

You MUST agree to maintain any student loan information that you view on the secure website with the highest level of confidentiality. This information may not be shared with others unless authorized or required to do so. You also agree that the student loan information you access will be used solely for the purpose of assisting a borrower.

In addition, you may be able to input and update information that you view on the secure website. You MUST agree that any information you input or update is verified to be true and correct. Information entered will be monitored and recorded by automated processes and/or by BND personnel. By using the secure website, you expressly consent to such monitoring. If any monitored information is identified as misused, it may be provided to law enforcement officials or other appropriate parties for further investigation. Additionally, you will forfeit your access.

While using the secure website, if you leave your workstation, you agree to lock your computer in order to prevent access to others. Upon completion of your use of the secure website, you agree to log off the system in a timely manner.

If you vacate the position that allowed you access to the secure website, you will neither access the secure website again, nor disclose student loan data previously accessed through the secure website. You also agree to inform BND that you will no longer require access to the secure website.

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such partys obligation hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

By signing below, I am agreeing to the requirements identified in BND's User Agreement.

Signature of Financial Aid Employee Requesting Access	Date
Signature of Financial Aid Director Approving the Request	Date
Authorized BND Signature	Date

Please mail or fax to:
Bank of North Dakota
Student Loan Services
PO Box 5509
Bismarck, ND 58509-5509
1-800-472-2166 ext. 5660
Fax: 701-328-5696