

## ACPE User Agreement

### College and Career Goal Arizona Programs

I (User Name & Title) \_\_\_\_\_  
am an employee of \_\_\_\_\_  
and my Employer has approved the use of this site. The employer must notify the ACPE within 5  
working days to disable the account if the user ceases employment or duties no longer require  
access. In exchange for access to the ACPE System, the User agrees to the following  
responsibilities:

#### User Responsibilities

- I will not share my password and/or account and am responsible for all actions taken under my account.
- I will contact the ACPE If I have any questions about the use of this site.
- I agree to follow the Family Educational Rights and Privacy Act (FERPA) rules and regulations.

#### User Acknowledgement

I acknowledge that I have read this Agreement and have raised any questions. The user and  
or/employer, may at any time cancel this Agreement. I agree that if I do not follow this Agreement, that  
the Agreement will be terminated immediately.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal, Lead Counselor, or  
Authorized Signatory Name  
and Title (Printed): \_\_\_\_\_

Principal, Lead Counselor,  
or Authorized Signatory  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Mail completed form with signatures to:**

College Goal Arizona Attn: Judi Sloan or Daniel Helm  
2020 N. Central Avenue, Suite 650, Phoenix, AZ 85004  
or scan the email to [jsloan@azhighered.gov](mailto:jsloan@azhighered.gov)

**Internal Use Only**

ACPE Approval (Initial): \_\_\_\_\_ Date: \_\_\_\_\_