Manhattan College Computer Center

Administrative Computer Account Authorization

Name: _____
(last) *(first)* *(middle initial)*

Office/Department: _____

Extension: _____ Building & Room Number: _____

Supervisor Name: _____

Access to one of the following systems (circle one): **SIS** **FRS** **HRS**
Access Required (circle one): **Inquiry** **Update**

SCREENS	**DATA ELEMENTS**

Statement of Confidentiality

I hereby agree to abide by all College policies including Responsible Use of Computing and Information Services and all applicable laws. I will keep confidential the passwords assigned to my user account and will not permit anyone to use my account. I will maintain the confidentiality of all data, information, screen displays, files, etc. I will not release, convey, or otherwise transfer material of a confidential, private, or personal nature or education records as defined by the Family Education Rights and Privacy Act of 1974 (as amended) without appropriate authorization. I understand that any violation of this agreement will subject me to appropriate sanctions including reprimand, suspension, or termination of employment and that I may be required to pay restitution for any damages attributed to my action(s) in violation of this agreement.

No tampering of any kind with the Alpha or other user's accounts will be tolerated. The Computer Center reserves the right to search directories and any files to preserve system integrity. The employee is responsible for maintaining password security.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(Computer Center Use only)
Date: _____ Approved By: _____ Operator #: _____

Username: _____UIC #: _____