UNIVERSITY OF ALASKA TRAVEL AND EXPENSE SECURITY **ACCESS REQUEST**

To Be Completed By User: Please PRINT				
	I Last			
Banner ID (FXXXX, AXXXX, SXXXX, JXXXX, etc.)				
UA ID Number: (Not SSN)	UA User Name:			
E-Mail Address:				
Delegate: Yes: No: Super Class: PREP: FG_TEM_Delegate_cls PROD: FG_TEM_Delegate_cls	Approver: Yes: No: Super Class: PREP: FG_TEM_APPROVAL_Training_cls PROD: WF_TEM_USERS_cls			
Department Approval: Please PRINT				
Name:	Title:			
Signature:	Date:			
Telephone:				
Process By Security Coordinator				
Name:	Date:			
Signature:				

2/5/2014

UNIVERSITY OF ALASKA FAIRBANKS Administrative Access STATEMENT/RULES Travel and Expense (TEM) Security Access

To Be Completed By User (Please PRINT):

Approval Coordinator:

To be completed by oser (Flease FRINT).			
User Name (print):		-	
	MI Email A	Last Name	
Employee UA ID:		Email Address:	
Banner Userid (if known):	_ Dept.:_		
Statement of User R	esponsibi	lity and Rules of Conduct	
records, and reports. Individuals who have access	to confidentions	nsible for the security and confidentiality of university data, al data are responsible for maintaining the security and unauthorized use of, or access to, confidential data is strictly cified herein.	
The system access rules of conduct and user responsil	bilities include	e, but are not limited to:	
System users shall not personally benefit nor allow of their work assignments or system access privilege		efit by knowledge of any special information gained by virtue	
System users shall not access any confidential recor any person, except in the execution of assigned dutie		r disclose the contents of any confidential record or report to nsibilities.	
3. System users shall not knowingly include nor cause entry.	to be included	d in any record or report a false, inaccurate, or misleading	
		led a data entry from any record or report, except as a normal forments and reports containing sensitive information.	
 System users shall not publish nor cause to be public confidential data for unauthorized distribution. 	shed any Uni	versity records, reports, or other information which contains	
6. System users shall comply with information security	procedures a	nd rules of conduct as promulgated by the University.	
System users shall not share passwords with anyone stored, transmitted on computer systems, or embedo		be them in any manner, such as, but not limited to: written, comatic login procedures.	
3. No person shall aid, abet, or act in concert with anoth	her to violate	any part of these rules.	
University has established with Ellucian. The agreement or all of the Ellucian system to anyone. The Elluc	nt requires you cian application	nust comply with the conditions of the license agreement the u and your organization to not sell, give away, or circulate an ons are the property of Ellucian and they must be treated a g the conditions for use of the system, please contact you	
		ation access privileges, reprimand, suspension, or dismissal ity regulations, and to prosecution under Federal and State	
have READ and FULLY UNDERSTAND the Stateme shall comply with such statement and rules.	nt of User Re	esponsibility and Rules of Conduct printed on this form and	
Jser Signature:		Date:	

SUBMIT COMPLETED FORM AND DIRECT ANY QUESTIONS TO: uaf-ofa@alaska.edu

UAF Security Administrator or Designee