

# UIT-USS WEBFTP SECURITY AUTHORIZATION FORM

\_\_\_\_\_  
Signature of person requesting access

\_\_\_\_\_  
Employee uNID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/type name of person requesting access

\_\_\_\_\_  
University email address

\_\_\_\_\_  
Office phone number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of department official verifying eligibility

\_\_\_\_\_  
Phone number

\*By signing this form I understand that I have a responsibility to notify USS security personnel (ACS\_Security@utah.edu) when the individual is no longer eligible for this account.

Please indicate what requested account will be used for: \_\_\_\_\_

This account will be a  Permanent account  Temporary account: Deletion date \_\_\_\_\_

**PRIVACY REGULATIONS:** University Policy # 1-12 & 1-18 ([www.admin.utah.edu/ppmanual/1/1-12.html](http://www.admin.utah.edu/ppmanual/1/1-12.html)) ([www.admin.utah.edu/ppmanual/1/1-18.html](http://www.admin.utah.edu/ppmanual/1/1-18.html))

I have read and will comply with the provisions for security and confidentiality of employee records and files as described below and in University Policy #1-12 & #1-18. We also certify that I am an employee of the university with a legitimate business interest in the records as defined in the Privacy Regulations. I understand that in accordance with the University Policy #2-9, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement.

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations.

The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. A school official is defined as someone employed by the University or Utah in an administrative, supervisory, academic, research or support staff position; a member of the university's Board of Trustees or the Utah State Board of Regents; or a person employed by or under contract to the university to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in their position description (or by a contract agreement) or that is related to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.

I also certify that I have a legitimate business interest in the records as defined in the Privacy Regulations. I understand that in accordance with the University Policy #2-9, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement. I understand that the WEBFTP program may contain information about individuals that is "private information" as that term is defined in the Utah Government Records Access and Management Act, Utah Code Ann. § 63-2-101 et seq. I will not disclose any information from the files to anyone other than university employees who have a legitimate need to know. I will refer all other requests for information to the University's Office of General Counsel. I understand that inappropriate disclosure can result in university discipline as well as criminal penalties.

To ensure the privacy of University employee records,

## I WILL: Initials \_\_\_\_\_

- Access, distribute, and share Institutional Data only as needed to conduct university business. This includes all production AND non-Production data; e.g., test program output, failed production runs, etc.
- Respect the confidentiality and privacy of individuals whose records or data I access.
- Protect my security authorizations (user IDs and passwords) and be personally accountable for all work performed under my security authority.
- Protect confidential information displayed on my workstation monitor.
- Ensure that Institutional Data I store on my computer's hard disk or on non-network hardware is protected and backed-up as needed.
- Report knowledge of security breaches.
- Comply with all department and university security policies and procedures.
- Abide by any applicable state or federal laws with respect to access, use, or disclosure of information, including but not limited to Utah Government Records Access and Management Act, section 63-2-100, ET seq, Utah Code Ann. (1993 and Supp. 1997).

## I WILL NOT: Initials \_\_\_\_\_

- Discuss verbally or distribute in electronic or printed formats confidential Institutional Data except as needed to conduct university
- Knowingly falsely identify myself.
- Gain or attempt to gain unauthorized access to Institutional Data of university computing systems.
- Share my user ID(s) and password(s) with anyone.
- Leave my workstation unattended or unsecured while logged in to university computing systems.
- Use or knowingly allow other persons to use Information Resources for personal gain.
- Destroy, damage or alter any university Information Resources or property without proper authorization.
- Make unauthorized copies of Institutional Data or applications.
- Engage in any activity that could compromise the security or stability of Information Resources and Institutional Data.

Directory Structure/Path (example: /database/department/directory/...): \_\_\_\_\_

## Authorization Section: For Office Use Only

\_\_\_\_\_  
Authorized signature of USS Financials system analyst

\_\_\_\_\_  
Authorized Signature of Financials Data Steward

\_\_\_\_\_  
Authorized signature of USS HR/Payroll system analyst

\_\_\_\_\_  
Authorized Signature of HR/Payroll Data Steward

\_\_\_\_\_  
Authorized signature of USS Student system analyst

\_\_\_\_\_  
Authorized Signature of Student Data Steward

Added LDAP Role

**\*\*Please email completed form to ACS\_Security@utah.edu\*\***

Last updated: 6/6/19