

System Computing Services

Nevada System of Higher Education

Institution User Request for Security Access

Shared Instance Non Production PeopleSoft Campus Solutions

Applicant Information:

Name:		Employee ID:	
Institution:			
Title:		Department:	
Office Phone:	Email address:		

PeopleSoft Campus Solutions SCS User Roles

Standard Conversion Access	<input type="checkbox"/>
Standard IDP Access	<input type="checkbox"/>
Standard Training Access	<input type="checkbox"/>
Read Only and Private Query Access Test Environment	<input type="checkbox"/>

It is the policy of the Board of Regents that sensitive data maintained or transmitted by a NSHE institution must be secure. "Sensitive data" is defined as any data associated with an individual, including but not limited to social security number and data that is protected by Board policy, or state or federal law.

As an employee or paid consultant of the NSHE I understand that I may have access to various types of confidential and restricted information in the course of the iNtegrate implementation. Examples are student personal data, student academic records, student financial records, employee records, and university business.

It is my responsibility to safeguard any and all confidential information and ensure that it is used appropriately. I will not: (i) use any confidential information except in my work for the NSHE; (ii) copy any confidential information except as necessary to such permitted use; (iii) publish, disclose or provide access to any confidential information except in limited disclosure and access to another NSHE employee who needs to know for the same permitted use or as otherwise directed by the NSHE; (iv) download any sensitive information to my workstation, laptop, USB, or other device. Under no circumstances will I remove, or permit the removal of any materials containing confidential information from NSHE premises.

Your userID and password are specifically meant for you to have access to the tools and data that you need. You will be held responsible for all activity associated with your login.

I have read and agree with the Campus Computing Usage Agreement, the Board of Regents policy (Title 4, Chapter 1, Section 7), and my institutional policies and procedures. I understand I am responsible for reading, understanding and complying with the Family Education Rights and Privacy (FERPA).

VIOLATION OF THIS AGREEMENT WILL RESULT IN DISCIPLINARY ACTION INCLUDING TERMINATION OF ACCESS

Applicant's Signature:		Date:
Supervisor Name:		Position:
Supervisor Signature		Date:
Project Lead Name:		
Project Lead Signature:		Date:

SCS Use Only

Issued by (SCS):		Date:
Incident (Magic) Number:		
User ID(s):		