

University of Miami
Report Distribution General Access Form
INCOMPLETE FORMS WILL BE RETURNED

AUTHORIZED SYSTEM USER AGREEMENT

The use of this I.D. Number or information obtained using this system by persons not authorized may result in violation of the Family Education Rights and Privacy Act (Buckley Amendment), HIPAA, and other confidentiality provisions of state and federal law and can lead to disciplinary sanctions which may include dismissal from the University of Miami. I have read, understand and agree to abide by the University of Miami Policies (F04x, F045, F046.)

SIGNATURE: _____ DATE: ____/____/____

PRINT NAME: _____

REQUESTOR: _____ (Please check one) ADD DELETE UPDATE

FIRST NAME _____ M/I _____ LAST NAME: _____

JOB TITLE: _____ USER ID: _____ UMID: _____

CAMPUS BLDG: _____ ROOM #: _____ LOCATOR CODE: _____

DEPARTMENT/OFFICE: _____ PHONE #: _____

FAX #: _____ EMAIL: _____

REQUESTING ACCESS FOR: (Select one or both) RDS WEB EOS THIN CLIENT*

* EOS Thin Client carries a one-time charge of \$200 for software license and a \$50 annual charge for maintenance & upgrades.
To request this access, attach a completed and approved Interdepartmental Requisition Form (FA-2 331217)

The undersigned is authorizing the employee named above access to a University of Miami system that contains confidential information. Authorization indicates that I have reviewed the University Policies and Procedures and will supervise the employee.

Computer Charge Account Number of Authorized Signer: _____

AUTHORIZED SIGNATURE OF ACCOUNT: _____

PRINT NAME: _____ DATE ____/____/____

PLEASE FORWARD THIS FORM TO THE APPROPRIATE DATA CUSTODIAN:

AP-Accounts Payable, AR Accounts Receivable, AD Alumni/ Development, BG Budget System, CP-Career Planning & Placement, UC - Course & Curriculum, AC Degree Audit, DE Direct Expenditures, EB - Employee Benefits, EM - Enrollment Management, FD - Facilities, FA - Financial Aid, FR - General Ledger, HM - Housing, HR - Human Resources, PK - Parking, PD - Postage & Duplicating, PC - Property Control, PR - Purchasing, RD - Report Distribution, SA - Recruitment/Admissions, SP - Sponsored Programs, SL - Student Loans, SR - Student Records, TC - Telecom Directory, EC - Electronic Commerce, SE - Student Employment

DATA CUSTODIAN ONLY:

DATA CUSTODIAN SIGNATURE: _____ DATE: ____/____/____

PROFILE: _____ COMMENT(S): _____

IT SECURITY OFFICE ONLY:

USER-ID: _____ [FC# _____]

SECURITY ADMINISTRATOR SIGNATURE: _____ DATE: ____/____/____

COMMENT(S): _____

IT APPLICATION DEVELOPMENT OFFICE ONLY:

RDS ADMINISTRATOR SIGNATURE: _____ DATE: ____/____/____

COMMENT(S): _____