

USER ID REQUEST

Department/Entity Name: _____

Operating Unit: _____ Fund _____ Dept ID _____ Prod _____ Init _____ Project _____

Accountable Officer: _____ Signature: _____

User Name: _____ Employee ID: _____ Campus Address: _____

Notify: _____ E-mail: _____ Phone: _____

CREATE NEW ID	CHANGES
<p><u>USER ID (max 8 characters)</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>List Existing User ID: _____</p> <p><input type="checkbox"/> Add access (check services)</p> <p><input type="checkbox"/> Delete access (check services)</p> <p><input type="checkbox"/> Change name on ID to: _____</p> <p><input type="checkbox"/> Move to new department within USF.</p> <p>Current Department: _____ Current e-mail address: _____</p>

Platforms / Applications:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Super Server _____ Group | <input type="checkbox"/> SASS |
| <input type="checkbox"/> Exchange/Outlook | <input type="checkbox"/> GEMINI |
| <input type="checkbox"/> Domain | <input type="checkbox"/> Trusty |
| <input type="checkbox"/> Telecommunications Administration System (TAS) | <input type="checkbox"/> Thor |
| TAS Group: CS <input type="checkbox"/> ITSS <input type="checkbox"/> I&M <input type="checkbox"/> Mgr <input type="checkbox"/> Billing <input type="checkbox"/> | <input type="checkbox"/> Other: _____ |

NOTE: E-mail from Accountable Officer is acceptable for requesting User ID changes or deletes; however, a signed copy of this form must be submitted for all new IDs. Include name of User, User ID and platform access, and send to RAS@admin.usf.edu. Changes will be acknowledged by e-mail.

USF Policy 0-502,A . Appropriate Use of Information Technology Resources assigns responsibility to all students, faculty and staff for using computing resources in a responsible, ethical and lawful manner. Users are responsible for all actions taken using any user ID assigned to them. By applying for a user ID from Information Technologies, I accept responsibility for reading and understanding the contents of USF Policy 0-502.

RESPONSIBILITIES ASSOCIATED WITH ACCESS TO UNIVERSITY DATA

1. Data provided to you to Conduct University business may not be used for other purposes, or is passed on by you to any other user.
2. You are responsible for data to which you have access. This may involve establishing office policies regarding security access to computerized files, keeping CDs, disks or printouts in locked cabinets, periodically updating passwords, and ensuring that terminals are properly signed-off when not in use.
3. You are responsible for distinguishing between public, directory, and confidential information. For guidance see the USF catalog and USF Policy & Procedure 0-106. Confidential information regarding students or staff may not be released in any personally identifiable format without permission of the individual. Individual directory information may be released unless a student has requested otherwise. Always check the privacy flag in student files before releasing directory information. Any public information may be displayed in either individual or aggregated format.
4. For consistency, official counts of students, employees, and other items are developed or maintained by the Budget & Policy Analysis. Many of these are displayed in the University Fact Book. It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents. Having access to University files should not result in your use of alternate counts.

I have read and understand the above statement of Responsibilities Associated with Access to University Data.

User Signature: _____ Date : _____

Processed by: _____ Date : _____

INSTRUCTIONS FOR COMPLETING THE USER ID REQUEST FORM

Department/Entity Name: Name of USF department, outside firm, agency, etc.

Operating Unit / Dept ID / Fund – Required. FAST Chartfields.

Prod / Init / Project – Optional. FAST Chartfields. (*Grants require Project*)

Accountable Officer: Person authorized to sign for a USF department or able to commit a non-USF governmental or educational agency, etc., to payments for services.

User: Primary user of ID.

Employee ID: GEMS Employee ID.

Campus Address: USF campus mail point (building/room).

Notify: Name of person to notify when services requested are complete (if other than user).

E-mail: Enter e-mail address of person to notify when services requested are complete.

Phone: Enter phone number of person to notify when services requested are complete.

New ID: Check if new ID, **list** your choice of user ID and **check** requested services. Exchange/Outlook request **MUST** have an employee ID assigned by the USF Global Employment System (GEMS).

User ID: Select one (1) user ID per person and limit to eight (8) characters. Select desired format from list below and enter first 3 choices on front in order of priority:

- First initial, last name - **THIS IS THE RECOMMENDED FORMAT**
- Last name only
- First name only
- First name last initial
- 3 initials

Changes to Existing User ID: Provide current user ID and **check** appropriate changes.

Statement of Responsibility: The user **MUST** sign.

RETURN COMPLETED FORMS TO:

Mail Point : SVC 4010 Financial Management
Phone : (813) 974-2930 Fax (813) 974-3054