 New - User does not currently have a User ID for the *e*UMB system – add user

 Change - User currently has a User ID for the *e*UMB system – change access and/or role

 Delete - Completely remove User’s access to the *e*UMB system – delete user

**User Information** - Please type or print

|  |  |  |  |
| --- | --- | --- | --- |
| **User Name (Last, First, MI)** | | **Date** | **School/Department** |
|  | |  |  |
| ***e*UMB Employee ID** | **Campus Email Address** | | **Campus Phone** |
|  |  | |  |

|  |  |
| --- | --- |
| Assign Access (Department IDs) | Remove Access (Department IDs) |
|  |  |

**Department Roles**

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Assign Role | Remove Role | Commitment Accounting Department(s) |
| Department HR Representative | ❑ | ❑ | N/A |
| Department Administrator | ❑ | ❑ | N/A |
| Commitment Accounting Approver |  | ❑ |  |
| Commitment Accounting Initiator |  | ❑ |  |
| Commitment Accounting Reviewer |  | ❑ |  |
| Commitment Accounting FYI Email |  | ❑ |  |
| Commitment Accounting Inquiry |  | ❑ | N/A |
| Electronic Time Sheet Inquiry | ❑ | ❑ | N/A |
| ETS Approver | ❑ | ❑ | N/A |
| Pay Increase Initiator |  |  | N/A |
| Pay Increase Approver |  |  | N/A |
| Department Budget Preparer | ❑ | ❑ | N/A |
| School Budget Approver | ❑ | ❑ | N/A |
| Create Private Queries - Web Browser |  | ❑ | \* NOTE: This role must be approved by CITS \_\_\_\_\_\_\_\_ |
| Create Private Queries - 2-Tier Client | ❑ | ❑ | \* NOTE: This role must be approved by CITS \_\_\_\_\_\_\_\_ |
| Create Public Queries - Web Browser |  | ❑ | \* NOTE: This role must be approved by CITS \_\_\_\_\_\_\_\_ |
| Create Public Queries - 2-Tier Client |  | ❑ | \* NOTE: This role must be approved by CITS \_\_\_\_\_\_\_\_ |

**Comments**

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|  |
|  |

**Employing Unit (must be Department Chair or Unit Director) -** I accept the terms of the Agreement defined on the second page of this form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature | | Date | | Phone |
|  | |  | |  |
| Print Name | Title | | Email Address | |
|  |  | |  | |

**User Signature** - I accept the terms of the Agreement defined on the second page of this form

|  |  |
| --- | --- |
| Signature | Date |
|  |  |

1. Definitions of terms in this Agreement:

* “CITS” – The UMB Center for Information Technology Services.
* “Employing Unit” - The UMB unit in a school or administrative department for which User performs job functions requiring access to the *e*UMB system.
* "*e*UMB System" - The data developed by and for UMB concerning its employees, whether in paper, digital, or other form, and the systems in which the data is entered and maintained.
* “UMB” – University of Maryland Baltimore.
* “User” – The undersigned UMB employee, who is being given access to the *e*UMB System.

2. The User, who works for UMB in the Employing Unit, has been assigned by the Employing Unit to carry out job functions of benefit to UMB which require that User have access to the *e*UMB System. UMB grants User access to the *e*UMB System for the limited purpose of carrying out User’s employment responsibilities related to the UMB employees of the Employing Unit.

3. User and the Employing Unit agree that User will be required to attend and successfully complete all training required by UMB as a condition of initial and continued use of, and access to, the *e*UMB System.

4. User agrees to hold in confidence any passwords or access codes issued to User, or created by User, for access to the *e*UMB System.

5. User agrees to access and use personal information about UMB employees in the *e*UMB System only for legitimate job-related purposes, and agrees not to disclose personal information from the *e*UMB System to any person who is not: (a) a supervisor of the subject of the personal information; (b) the subject of the personal information; or (c) a member of the staff of CITS, the UMB Human Resources Office, or a UMB attorney.

6. User agrees to report promptly to User’s supervisor and to CITS any request for personal information from the *e*UMB System made by any person not listed in 5 above. User will not respond to such requests and will promptly refer them to the CITS for response or other appropriate action. This requirement applies to both informal and formal requests, including requests under the Maryland Public Information laws.

7. User acknowledges that the information contained in UMB records, including but not limited to student, personnel, payroll, and financial information, is confidential by law and/or UMB policy. User acknowledges that *e*UMB training has included education about the provisions of the Annotated Code of Maryland, Criminal Law Article, sections 7-302 and 8-606, relating to illegal access to, and the unauthorized manipulation of data using, computer resources; State laws concerning privacy of personal information (State Government Article, Annotated Code of Maryland, sections 10-616 and 10-617); and federal laws establishing privacy rights of students (Federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment). User is aware that violation of applicable privacy laws and laws concerning use of computer resources may result in fines or imprisonment, as well as disciplinary action up to and including termination of employment.

8. User agrees not to use UMB computing resources or UMB data in the *e*UMB system for personal profit of User or any other person.

9. User and the Employing Unit agree that CITS may monitor User’s activities involving the *e*UMB System for compliance with UMB policy and legal requirements. If such monitoring reveals possible failure to follow UMB policy, or criminal activity, CITS may provide relevant information to User’s Employing Unit, appropriate UMB officials, and/or law enforcement officials.

10. User and the Employing Unit agree to provide to UMB or UMB auditors, upon UMB’s request, any information in their possession related to User’s access to and use of the *e*UMB System.

11. Employing Unit will discipline and/or discharge User for violation of this Agreement or the policies established by UMB concerning access to and use of the *e*UMB System. Employing Unit agrees to report promptly to CITS any violations of this Agreement or UMB policies concerning access to and use of the *e*UMB System. User and the Employing Unit agree that User’s continued employment by UMB may be subject to compliance with this Agreement and *e*UMB policies.

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| --- | --- | --- | --- |
| **THIS SECTION IS FOR SECURITY ADMINISTRATOR USE ONLY** | | **User ID:** | **Data Permission List:** |
| **Verify:** ❑ System Access Agreement | **Verify Training:** ❑ Introduction ❑ Commitment Accounting ❑ Dept Payroll Processing  Query | | |