

**University of Maryland (UM) CITS
eForms User Authorization Form and System Access Agreement
Department - Employee or Affiliate of UM**

Access should be approved by your department head or their designee and include all of the information presented below. Upon their approval, have them forward the request to:

**IT Help Desk
Health Sciences & Human Services Library
601 W. Lombard Street 540
Phone: 410-706-HELP (4357) Fax: 410-706-4191
Email: help@umaryland.edu**

- New - User does not currently have any eForm review/approve access – add role
- Change - User currently has eForm review/approve access – change role(s) or *department(s)* for workflow routing
- Delete - Completely remove User's eForm review/approve access for all departments – delete role(s)

User Information - Please type or print

User Name (Last, First, MI)		Date	School/Department
UM Empl or Affiliate ID	Campus Email Address	Campus Phone	

eForm Roles

Role	Assign Role	Remove Role	Department IDs for Workflow Routing
Department Travel Approver	<input type="checkbox"/>	<input type="checkbox"/>	
Department Travel Administrator	<input type="checkbox"/>	<input type="checkbox"/>	

Comments

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

eForm System Access Agreement - Department - Employee or Affiliate of UM

1. Definitions of terms in this Agreement:

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

2. The User, who works for UM in the Employing Unit, has been assigned by the Employing Unit to carry out job functions of benefit to UM which require that User have access to the UM System. UM grants User access to the UM System for the limited purpose of carrying out User's employment responsibilities related to the UM 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 UM as a condition of initial and continued use of, and access to, the UM System.

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

5. User agrees to access and use personal information about UM employees in the UM System only for legitimate job-related purposes, and agrees not to disclose personal information from the UM 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 UM Human Resources Office, or a UM attorney.

6. User agrees to report promptly to User's supervisor and to CITS any request for personal information from the UM 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 UM records, including but not limited to student, personnel, payroll, and financial information, is confidential by law and/or UM policy. User acknowledges that UM 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 UM computing resources or UM data in the UM 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 UM System for compliance with UM policy and legal requirements. If such monitoring reveals possible failure to follow UM policy, or criminal activity, CITS may provide relevant information to User's Employing Unit, appropriate UM officials, and/or law enforcement officials.

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

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