 New - User is new to the *eUM* Financials system and does not have a User ID – add user

 Change/Add - User currently has a User ID for the *eUM* system – change access to add the role(s) below

 Change/Remove - User currently has a User ID for the *eUM* system – change access to remove the role(s) below

 Change/Replace - User currently has a User ID for the *eUM* system – change access to totally replace current access with

the role(s) below

 Delete - Completely remove User’s access to the *eUM* system – user’s full security (all roles and permissions) will

be locked and access to the application will be denied

**User Information** - Please type or print

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

**Department Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Assign Role | Remove Role | **Report ID** | Workflow Route Controls/Department ID(s) |
| **Requester** |  |  |  |  |
| **Requistioner** |  |  |  |  |
| **Dept Requisition Approver** |  |  |  |  |
| **Receiver** |  |  |  |  |
| **Pro Card Viewer** |  |  |  |  |
| **Pro Card Reallocator** |  |  |  |  |
| **Dept JE Initiator** |  |  |  |  |
| **Dept Administrator** |  |  |  |  |
| **Dept Report Distribution** |  |  | 30/60/90 Deliverable & Standard |  |
| **Reports and Project view** | Assigned to all FN users |  |  |  |

**Comments**

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**User's Employer** (must be signed by authorized officer of Employer) - 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 |
|  |  |

\*\*Deliver signed forms to the IT Help Desk, HS/HSL 540 (601 W. Lombard Street, Baltimore, MD 21201 or email to eumb\_security\_fin@umaryland.edu\*\*

1. Definitions of terms in this Agreement:

* “CITS” – The UMB Center for Information Technology Services.
* “Employer" – Entity that employs User and assigns User to perform job functions requiring *eUM* access.
* “ *eUM* 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 person, who is not an employee of UMB, but who requires access to the *eUM* system to carry out job functions of benefit to UMB.

2. User works for Employer and is not an employee of UMB or the State of Maryland. User has job responsibilities for the Employer which relate to State employees working at UMB. These responsibilities require that User have access to the *eUM* System. Performance of these responsibilities will benefit UMB, which consents to User having these responsibilities, and grants User access to the *eUM* System for the limited purpose of carrying out User’s job functions related to UMB employees.

3. User and Employer 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 eUM System.

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

5. User agrees to access and use personal information in the *eUM* System only for legitimate job-related purposes, and agrees not to disclose personal information from the *eUM* System to any person who is not: (a) a supervisor of the individual who is the subject of the personal information; (b) the subject of the personal information, (c) a member of the staff of the Human Resources office of UMB, the University of Maryland School of Medicine, or CITS, or (d) a UMB attorney.

6. User agrees to report promptly to User’s supervisor and to CITS any request for personal information from the *eUM* System made by any person not listed in 5 above. User will not respond to such requests and will promptly refer them to CITS for response or other appropriate action. This requirement applies both to informal and to 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 *eUM* 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 the UMB computing resources or UMB data in the *eUM* system for personal profit of User or any other person.

9. User and Employer agree that CITS may monitor User’s activities involving the *eUM* 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 the Employer, to appropriate units of UMB, and/or to law enforcement officials.

10. User and Employer 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 *eUM* System.

1. Employer will discipline and/or discharge User for violation of this Agreement or the policies established by UMB concerning access to and use of the eUM System. Employer agrees to report promptly to CITS any violations of this Agreement or UMB policies concerning access to and use of the eUM System. User acknowledges that continued employment by Employer may be subject to compliance with this Agreement and eUM policies.

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| **THIS SECTION IS FOR SECURITY ADMINISTRATOR USE ONLY** | | **User ID:** | **Data Permission List:** |
| **Verify:** ❑ System Access Agreement | **Verify Training:**  BP Orientation ❑ COA Orientation ❑ Intro to *eUM* Financials   Receiving Goods and Services  Working w/Requisitions  Pro Card Reallocation   Working w/Journal Entries  Intro to RAVEN | | |