

DATA SECURITY AND CONFIDENTIALITY REQUIREMENTS

Responsibility in Release of University Data

Users will not release University data in any format except as required in the performance of their job. The University makes every effort to abide by all applicable State and Federal guidelines, policies, regulations, statutes, and procedures pertaining to confidentiality and privacy, including, but not limited to, the Federal Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). FERPA assures students that their records are protected from unauthorized access or disclosure. Users will maintain a clear understanding of the types of information that can be released without an individual's consent, and will not release other, personally identifiable student and employee data or information. Please review the complete Confidentiality of Student Records Policy at <http://usm.maine.edu/reg/confidentiality-student-records-policy>.

Information Security and Acceptable Use of University Information Resources

All users of University of Southern Maine information resources are expected to behave responsibly, legally, and ethically in that use. To that end, it is the responsibility of those users to honor all state and federal laws, copyright provisions, and software licensing agreements to which the institution is a party; be aware of and comply with University and the University's agencies' procedures and regulations for accessing and operating computer and related hardware, software, and other information resources; cooperate with legitimate requests by University staff; take precautions to protect accounts and passwords by selecting obscure passwords, changing them frequently, and not sharing such information or the use of the accounts with others; download information from computers to disk whenever possible, photocopy multiple copies, and otherwise limit printing to what is directly needed in order to conserve paper and to make the most efficient use of resources; properly logoff or logout whenever leaving a computer in an area which is accessible to others; treat others with dignity and respect; respect the privacy and confidentiality rights of others, including their files and accounts; use USM's information resources only for purposes which are legal and consistent with the University's mission; and review the UMS Information Security Policy at www.maine.edu/pdf/InformationSecurityPolicyMarch142011fullversion.pdf.

Employee Acknowledgement

Reason for request of access New hire/new position Temporary performance of job duties, from: _____ to: _____
 Approved Project/Research Student Worker

I have read the statements above and have reviewed FERPA in the Confidentiality of Student Records Policy...

Name: _____ EmplID _____ Position: _____

Signature: _____ Date: _____

Telephone Extension: _____ Department/Unit: _____ E-mail _____

REQUEST FOR CAMPUS SOLUTIONS ACCESS

1. Access should be same as current/replaced employee: Name _____ EmplID _____

2. Grant access to (check all that apply)

	View	Update		View	Update
Portal (Home Page of MaineStreet)			Curriculum Management		
Student Records:	-----	-----	Maintain Schedule of Classes		
Campus Community			Class Roster		-----
Records and Enrollment			Grading/Grade Roster		
Enrollment PIN			Student Recruiting/Admissions		
Combined Roster			3C		
Multi-Institution Term Summary		-----	Student Financials		
Quick Enroll	-----		Financial Aid		
Quick Admit	-----		Faculty Center		
Enrollment Request		-----	Academic Advising		
Term Activate	-----		Reporting Database (CSRPT -view only)		-----

3. Other – please describe _____

Supervisor's Signature: _____ Date: _____

NOTE: If a student worker or faculty/staff member is released from his/her responsibilities, the authorizing supervisor is responsible for notifying the CS Security Liaison (rachel.tracy@maine.edu) to have access discontinued.