

# Administrative Systems Security Clearance

The student systems contain private, potentially sensitive, student information that is protected by law. The "Student Records Policy," as approved by the UNM Board of Regents in April 1993 (Amended March 20, 1996), and published in the UNM Pathfinder, reads in part as follows:

"No one inside or outside the University shall have access to, nor will the contents of students' education records be disclosed without the written consent of the students except as provided by the Act and Regulations (Family Educational Rights and Privacy Act of 1974). Exceptions in the Act and Regulations include but are not limited to the following: personnel within the institution determined by the institution to have a legitimate educational interest, officials of other institutions in which students seek to enroll or are enrolled, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons."

***Your signature below indicates that you understand the responsibility you maintain when granted access to the student systems. Student information you access may be used for departmental purposes only. No one else is allowed to use your account.***

All access requires that you have a UNM NetID. If you do not currently have a UNM NetID, you will need to refer to the instructions on creating a new UNM NetID (view <http://www.unm.edu/cirt/accts/index.html>). By creating a NetID, you have agreed to abide by UNM's Computer Use Agreement and related UNM policies.

If you require IDMS access, you must have an IDMS logon id. If you do not currently have an IDMS account, check:

\_\_\_\_\_ I request an account on a computer system operated by CIRT, an organization of the University of New Mexico. I agree to abide by UNM's policy governing "Access to Administrative Computer Systems". (You may view this policy at <http://www.unm.edu/~ubppm/ubppmanual/2590.htm>)

By accepting access, I agree that:

1. I will be responsible for all use of the student administrative systems under my user ID.
2. I will not share my user ID with anyone and will promptly report any suspected misuse of my user ID.
3. I will not use the system for purposes other than identified in my request for access.
4. I will not attempt to access accounts, files or information belonging to other users without their knowledge and consent.
5. I will comply with all applicable University policies and procedures.

***Failure to comply with these rules will result in sanctions, including removal of your account, disciplinary action and may subject you to criminal penalties.***

\_\_\_\_\_  
Your Name (please Type or Print)

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Your NetID or logon ID's for other systems (specify)

\_\_\_\_\_  
Your Department and Organizational Code

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

Date:

LOGONID:

Password:

Codes:

Notify:

Workstudy:

Exp Date:

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