



# The University of New Mexico Valencia Campus

## Network Access / VMIS Access / Wireless Access Request

User and Supervisor Complete Shaded Areas

### Valencia Campus Network Resource Request

Please fill out this form with your supervisor. Your Supervisor will be notified when your account is ready with your username and password. Please work with your supervisor if you do not know how.

\*Name (print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Faculty  Staff  Work-study/Student Employee  Student

Department: \_\_\_\_\_

Name of Supervisor/Chair: \_\_\_\_\_

\*UNM E-Mail Address: \_\_\_\_\_

\*Telephone: \_\_\_\_\_

Server Resources Access Needed (applications, workgroups, department folders, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Business Office Approval: \_\_\_\_\_

If For Wireless Access :  
Access Type Needed: Staff  Student  Guest

Grant Funded Position:  End of Funding Date: \_\_\_\_\_

Network Home Folder Needed:

Work hours Outside of Monday - Saturday 6:30am to 9pm.

#### Notes:

#### \*Required Fields

CssUserForm 013004

### VMIS Modules and Tasks

For access to the VMIS your system must have Windows XP/Win7 operating system, Microsoft Office 2000 or greater, IE 6.0 or greater, Current Symantec AV, and have up to date security patches. Monitor resolution of 1024 X 760 is recommended.

#### Student Module

View  Search  Create

#### Student Information Module

View  Save

#### Orientation Module

Clerk  Manager

#### Tutoring Module

Clerk  Tutor  Manager

#### Attendance and Grade Tracking Module

Instructor

#### Advisement Module

Clerk  Advisor  Manager

#### Lab Use Module

Current Use Report

#### VMIS Report Module

Student Data Cube

Please use ink only



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**User Responsibility Agreement**

Links to the following documents are available at <http://www.unm.edu/~vchelp/vmis.htm>

I have read, understand, and will abide by the Family Educational Rights and Privacy Act of 1974 (FERPA) <http://registrar.unm.edu/privacy-rights/ferpa.html> Initials \_\_\_\_\_

I have read, understand, and will abide by the University of New Mexico Registrars Confidentiality information on Student Records Policy <http://registrar.unm.edu/privacy-rights/confidentiality.html> Initials \_\_\_\_\_

I have read, understand, and will abide by the University of New Mexico UBPP 2500 <http://www.unm.edu/~ubppm/ubppmanual/2500.htm> Initials \_\_\_\_\_

I have read, understand, and will abide by the Valencia Campus Information Security Policy <http://www.unm.edu/~vchelp/ValSecPol.htm> Initials \_\_\_\_\_

I hereby request an account for access to UNMVC networks or VMIS. I certify that I will comply with FERPA, the UNM Student Records Policy and the UNMVC Information Security Policy. Furthermore, I understand that access to University data is strictly for accomplishing my administrative and business tasks and that I am responsible for any inappropriate use of these data. I further understand that the access ID and password are for my use only and I agree to maintain the confidentiality of and to secure the access ID and password from unauthorized use. Any incident, or suspicion, that the confidentiality of my user id/password is in question shall be reported to UNMVC CSS and the VMIS Database Administrator immediately. By signing this form I agree to abide by University policies in the use of my access privilege.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Approval**

I certify that the tasks and the uses of the data as described are consistent with the responsibilities of this individual. Furthermore, the employee understands that he/she must utilize the authorized data access for his/her tasks and that any inappropriate use of these data will constitute a violation of policy and access privileges may be revoked. Furthermore I will inform the Database Administrator and CSS of any changes in job responsibilities or a change in employment.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

CssUserForm 013004

**VMIS Database Administrator Recommendation:**

Recommend **Approval** **Denial** of access:

Reasons if refusal recommended:  
  
  
  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Director of Business and Finance:**

**Access Approved**

**Access Denied**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Wireless Access Responsibility Agreement**

I have read, understand, and will abide by the University of New Mexico UBPP 2500 Acceptable Computer Use Initials \_\_\_\_\_  
I have read, understand, and will abide by the University of New Mexico UBPP 2510 Computer Use Guidelines Initials \_\_\_\_\_  
I have read, understand, and will abide by the University of New Mexico UBPP 2520 Computer Security Controls and Guidelines Initials \_\_\_\_\_  
<http://www.unm.edu/~ubppm/ubppmanual/2500.htm>

I hereby request an account for wireless access. I certify that I will comply with the UNM Business Policies and Procedures. Furthermore, I understand that my computer must be kept up to date with the current security patches and critical updates for my operating system. My computer system must be using up to date anti virus software and latest virus definition files installed. I further understand that the access ID and password are for my own use only and I agree to maintain the confidentiality of and to secure the access ID and password from unauthorized use. Any incident or suspicion that the confidentiality of the user id/password is in question shall be reported to UNMVC CSS immediately. By signing this form I agree to abide by University policies in the use of my access privilege.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

**Please use ink only**