Human Resource Systems
Application Access Request – For Production Environment

To be completed by the 'END USER' Department   Date: _____
and then **forwarded to Human Resources**

User's Name:_____   Ext: _____
N.B. User must sign Acceptable Use Policy on reverse side of this form.

User ID:_____
N.B. Usually same as central login ID.

Department Number & Name: _____ - _____

Department Location (Bldg/Room#):   _____

Email Address: _____

Same capabilities as another user?   (Y/N): ____   If yes, who? _____

Should access for the other user be removed? (Y/N): ____

Do you have an existing ID? (Y/N): ____

   If yes, list your old Dept. no. & name: _____ - _____

Access is required to the following modules: Time Entry:____   HRER:____   Cyborg:____

Access is required to the following departments: _____

Chair/Director Approval: _____   Date: _____

To be completed by the Application/Database Owner

Director or Designate Approval: _____   Date: _____

Special Capabilities or Restrictions: _____

To be completed by Human Resources/Enterprise Applications

Cyborg:
  USER ID added & configured: DATE: _____   BY: _____

  User Notified: _____   _____

HRER:
  User ID added & configured: _____   _____

  User Table Updated: _____   _____

  User Notified: _____   _____

Time Entry:
  USER ID added & configured: _____   _____

  User Notified: _____   _____

VPN '*Active Directory*' Access enabled: _____   _____

N.B. User must sign Acceptable Use Policy on reverse side of this form.

<u>*UNIVERSITY OF GUELPH*</u>

<u>*ACCEPTABLE USE POLICY AND GUIDELINES*</u>

The purpose of the Acceptable Use Policy (AUP) is to identify situations where unacceptable use of systems or networks affects the teaching, learning, research, services or administrative missions of University of Guelph or compromises the security of the systems or data. It also outlines the process used to resolve any allegations of inappropriate activity.

This policy applies to the use of any University of Guelph computing and networking facility hereinafter referred to as the "System" by all users, account holders, System administrators, and service providers hereinafter referred to as "Users". By using the System, all Users agree to comply with this policy. All Users will be fully responsible for any and all uses of their access and accounts.

Users should consider University and community standards when trying to determine if an activity is appropriate. The following is a representative list of some examples of unacceptable use:

- allowing others to access assigned personal accounts
- accessing another User's account
- seeking information on passwords or data belonging to others
- making unauthorized copies or using unlicensed proprietary software, or providing unauthorized copies of proprietary software to others
- copying someone else's files, or programs, or examining such information unless authorized by the owner
- unauthorized attempts to collect and/or disclose personal information
- unauthorized attempts to circumvent computer security methods, operating systems or probing for exposures in other systems or networks
- using the System for commercial purposes such as promoting by broadcast non-educational profit-driven products or services.
- intercepting or examination of messages or files without right or authorization
- interfering or disrupting the work of other Users of the System (e.g. chain letters, 'denial of service' attacks) or engaging in any uses that result in the loss of User or System files
- attempting to circumvent security or resource restrictions by actions such as obscuring or falsifying your identity
- failure to maintain reasonable security precautions for your accounts or accesses
- any activity that violates any other University of Guelph policy or code
- any activity that violates federal, provincial or municipal laws or regulations

The above represents a segment of the Acceptable Use Policy and Guidelines. View the complete document by accessing the following website: http://www.uoguelph.ca/web/aupg.shtml

I have read and understand and agree to abide to the Acceptable Use Policy and Guidelines.

Signature:_____   Date:_____

Name: (Please print)_____   Dept.Name:_____