

**University of Miami - Advancement Division
System Services**

CGCENT-LAN-Access Authorization Form

*Incomplete forms will not be processed
Complete only one form per person*

Computer Access and Confidentiality Agreement

I understand that use of this I.D. number or information obtained using this system by persons not authorized may result in violation of the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions of state and federal law and can lead to disciplinary sanctions which may include dismissal from the University.

I have read, understood and agree to abide by the above University of Miami Computer Access and Confidentiality Policy (F045 under Finance).

Employee Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

Employee Type: Regular Temporary Student

Today's Date: ____/____/____

First Name: _____ M/I: _____ Last Name: _____

Job Title: _____ UM ID #: _____

Building: _____ Room #: _____ Locator Code: _____

Phone #: _____ Department: _____

Please write the name of the shared folder and check the type of permissions **R (Read Access) **F** (Full Access):**

Shared Folder Access:(1) _____ **R** () **F** () (2) _____ **R** () **F** ()

(3) _____ **R** () **F** () (4) _____ **R** () **F** ()

By default all Advancement staff gets read access ONLY to the following: (ADV_FTP01, ADV_RSCH_Profile, ADV_Advance, Financial Reporting, and Training)

SYSTEM SERVICES USE ONLY:

COMPUTER NAME: _____ **IDR # (Telecommunications)** _____

Approval of System Services Data Custodian: _____ Date: ____/____/____

CGCENT ID: _____ Inventory updated by/Date _____

(R:\Systems\Forms\LanAccessForm1.doc)

STEPS TO FOLLOW AFTER COMPLETION OF FORM

1. **Do not** submit form until the employee is **active in the HR System**
2. Return completed form to – Gables One Tower Ste 350, Locator Code 2938, Attention: Amner Alfaro
3. Follow up with System Services at (305) 284-7694 in 5 business days to obtain CGCENT ID and default password.