



Office of Information Technology, Administrative and Enterprise Systems & Services (AESS)

Account Applications and Security Agreement

By completing this form you are requesting access to Rice University's administrative information systems. These systems include the SCT Banner Financial, Human Resources, Payroll, Student, and Financial Aid systems and custom extensions.

The applicant and requester will need to complete the appropriate sections that describe the access requested and have the application signed by an approved signature authority before submitting for processing.

Return the completed and signed agreement to securityagreement@rice.edu or AESS User Security MS-97.

THE APPLICANT WILL RECEIVE AN EMAIL WITH INSTRUCTIONS WHEN THE ACCOUNT IS READY FOR USE.

Applicant Information

Full Name _____ Rice ID# _____

Rice email address _____ Phone _____

Position Type: _____

Department _____ Job/Title: _____

New Account: (NetID) _____ ***Please note your netid must be issued before applying for your Banner account.***

Changes to existing account: (UserID) _____

Do you want this new account set-up identical to another account? _____

Who should this new account be identical to? (Full Name) _____

Code of Responsibility for Security and Confidentiality of Records, Files and Databases

Security and confidentiality are matters of concern to all Rice University employees and other people who have access to administrative data including financial, human resources, payroll, and/or student records either by hard copy documents or via electronic or micrographic media. The purpose of this code is to clarify responsibilities for maintaining the confidentiality of information.

1. No one shall make or permit unauthorized use of any information in files maintained, stored, or processed by any Rice University administrative systems including Finance, Human Resources, Payroll, Student, Financial Aid, Rice Web Applications systems or any other administrative system.
2. No one is permitted to seek personal benefit, allow others to benefit personally or to divulge, in any way, knowledge of any confidential information which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Rice University and the Human Resources policies and procedures.
4. No one shall knowingly include, or cause to be included, in any record or report, a false, inaccurate, or misleading entry.
5. No one shall knowingly change or delete or cause to be changed or deleted an entry in any record of report, unless in accordance with Rice University and the Administrative Systems information policies and procedures.
6. No official record or report, or copy thereof, shall be removed from the office where it is maintained or copied or printed via electronic means except in the performance of a person's duties, and in accordance with established procedures. Copies made in the performance of a person's duties shall not be released to third parties except as Number 3 above applies.
7. No one is to aid, abet, or act in conspiracy with another to violate any part of these terms and conditions.
8. Any knowledge of a violation of these terms and conditions must immediately be reported to the Administrative Systems Security Administrator and the employee's supervisor.
9. Passwords shall be kept confidential. All precautions shall be taken to prevent its discovery. (e.g. Do not tape password to terminal, desktop or store in another non-secure place.)

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Code of Responsibility for Security and Confidentiality of Records, Files and Databases Cont.

10. Terminals and workstations shall not remain logged on to the system when unattended.
11. Violation of these terms and conditions may lead to reprimand, suspension, or dismissal from the position consistent with the policies governing faculty, staff and students of Rice University. Violation can also lead to action under the policy for student conduct, contractually established disciplinary procedures, and/or State of Texas statutes pertaining to theft, alteration of public record, or other applicable sections.
12. No one may disclose or reveal the contents of a student information system record or report to anyone except in the conduct of his or her job duties and in accordance with university policies and procedures.
13. No one will acknowledge to anyone who is not a University official the existence of any student who has placed a confidentiality restriction on his/her information.
14. No one will reveal, except within their job duties, that a student has placed a confidentiality restriction on his/her records.

Procedure for Rice University Student Information System Access

UNIVERSITY PROCEDURES ARE CONSISTENT WITH APPLICABLE STATE AND FEDERAL LAWS AND REGULATIONS, INCLUDING THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT OF 1974. *VIOLATIONS OF THIS PROCEDURE MAY LEAD TO APPROPRIATE DISCIPLINARY ACTION.*

1. Data which is identifiable to particular individuals (e.g., names, social security numbers, addresses, telephone numbers), shall be used only within the scope of an individual's official responsibilities, e.g., instructors may access data for classes they teach, departments for their majors, etc.
2. Data analysis of units or groups within the institution, or within organizations external to the University, should be coordinated with the appropriate central administrative office (e.g., Office of the Registrar, Institutional Research).
3. Actual data is made available only via the information system to users with an authorized userid and password. Data that is saved locally must be adequately protected from outside access. Saved data must be updated frequently enough that the likelihood of incorrect data being used is minimized.
4. Anyone with information system access must ensure that such data is not available to individuals who have not signed a Student Information Systems Account Application and Security Agreement, or who do not have a legitimate "need to know". An individual with information system access is responsible for the security of his/her access and auditing that security on a regular basis, but not less frequently than on an annual basis.
5. Before publishing or releasing non-personally identifiable information derived from the student information system a person must coordinate such usage with the Director of Institutional Research.
6. Requests for data or the use thereof which are outside the user's responsibilities must be authorized in writing by the appropriate administrative office (e.g., Office of the Registrar, Institutional Research, Vice President for Enrollment).
7. Any use of information extending beyond a legitimate "need to know" basis must be authorized in advance by the Office of the Registrar.
8. Subpoenas for individual or aggregate student or employee information or any request from law enforcement

User Affidavit

I have read, do understand, and will comply with the Rice University's Code of Responsibility for Security and Confidentiality of Records, Files, and Databases and the procedure for Rice University AESS Access.

I am aware of my responsibilities to protect the confidentiality of the student information and agree to use information from this system for work related purposes only.

I accept the responsibility for maintaining the confidentiality and security of my password, and the data that I access.

Applicant's Signature: _____ Date: _____

Department Head (must have Signature Authority)

Department Approvers Signature: _____ Date: _____

Financial System Data Access

Query

- Payment Solutions Transactions & Purchasing Card History
- Budget Information, Financial Transactions Queries and Downloads
- Memo Reservations Detail

Data Entry

- ALL DATA ENTRY PRIVILEGES
- Memo Reservations
- Credit Card Deposit Voucher
- Inter-Department Transfer
- Expense/Revenue Correction

Note

For any Concur (travel/non-travel) related questions, please contact concur@rice.edu.

For any questions on Credit Card Deposit Voucher, Inter-Department Transfer, and Expense/Revenue Correction, please contact Crystal Davis at crystald@rice.edu.

Individual Fund & Orgs Security Privileges

All Funds Access

Fund/Fund type	Query/ Both*

All Orgs Access

Org Code/Range	Query/ Both*

*Both is for both Query & Data Entry

Note

Unless stated otherwise, FUNDS listed above left will be accessible within ALL ORGS listed above right.

If additional Funds or Orgs are needed, please list below:

Financial System Data Access Cont.

Research Grants for Specific PI's

Grant access to Research Grants, Awards, and Proposals for the Principal Investigators listed below :

Name	Query/ Both*

***Both** is for both Query & Data Entry

Budget Transfer App

Do you need access to the Budget Transfer App? No

If yes, please answer questions below:

What type of access do you need? _____

What is the Division Code? _____

What is the Div Set Code? _____

** FOR ADDITIONAL INFORMATION OR QUESTIONS, CONTACT BUDGET@RICE.EDU OR SHERRI MILES AT X5986. **

Finance Security Additional Comments

Human Resources and Payroll Data Access

Instructions: Please select from options A, B, or C.

Option A

Applicant can **query and download** payroll related information for the **FUNDS/ORGS** listed in the **Individual Fund & Orgs Security Privileges** section. This includes Payroll by FOAPAL, Job Labor Distribution, Salary Encumbrance detail with Budget Info and Financial Transactions.

Option B

Applicant can **query and download** HR/Payroll info by home org and/or employee class for the employee classes, salary ranges, and home orgs indicated below.

Employee Class (es)	Salary Range	Home Org Range	
All Faculty Staff Students	All Specify Amount _____	All (entire University) Only Org(s) listed in table below	
		From Home Org(s)	Through Home Org(s)

** Continue to next page for option C **

Human Resources/Payroll comments related to Option A or Option B

Human Resources and Payroll Data Access Cont.

Option C

Web Time Entry Approvals ONLY (No other HR access)

****NOTE: If option B is completed, please do not complete this section.****

Employee Class(es)

All

Faculty

Staff

Students

From Timesheet Org(s)	To Timesheet Org(s)

Student System Data Access

Are you requesting access to student records? _____

If yes, briefly describe your student access needs.

Accounts Receivable System Data Access

Are you requesting access to accounts receivable system data? _____

If yes, briefly describe your AR/Cashiers access needs.

Financial Aid System Data Access

Are you requesting financial aid system data access? _____

If yes, briefly describe your financial aid access needs.

UG Admission Data Access

Are you requesting UG admission data access? _____

If yes, briefly describe your UG admission data access needs.

BossCars/ Parking GUI Access

This section is for Parking & Police Department Offices ONLY.

What BossCars Access do you need? _____

- BossCars Query Access
- BossCars Maintenance Access

Additional Information