

Administrative Assistant – HR Access Request

Employee Information:

<i>Last Name</i>	<i>First Name</i>	<i>MSUNetID</i>
<i>Department/Unit</i>	<i>Office Address</i>	<i>Phone Number</i>

Acceptable Use Agreement:

I certify that I will use this information in a responsible manner for activities that fall within my MSU job duties. Responsible use implies that:

- I will protect the privacy of the data, whether it's related to my own unit or another unit.
- I will protect access to the data obtained from this system and agree to store the data in an acceptable manner that ensures security and that precludes unauthorized access.
- I will limit data access to only those individuals who have a legitimate need-to-know for MSU business purposes.
- I will close AA-HR when I am not using it.
- I will dispose of the information in an appropriate manner when finished with it.

Employee Signature

Date

Chairperson/Unit Director Approval:

I certify that this individual needs access to this information in order to perform their job duties.

Chairperson/Unit Director Signature

Date

COM Administrative Services Approval:

Type of Access: ___ MAU Access ___ CUC Access

Administrative Services Signature

Date
