

The University of Georgia
External Affairs Division
Access and Confidentiality Statement
for **ASCEND**

As an employee at the University of Georgia, I am aware that the information I will have access to in the ASCEND database is to be treated in a confidential and professional manner. By signing this statement, I agree to abide by the following guidelines. Failure to follow these guidelines could result in the revocation of my User ID, access privileges, and other sanctions which may be appropriate.

- 1.) The information will only be used for the support of internal departmental functions and may not be disclosed to any third party or for any purpose other than University related business.
- 2.) Adequate physical security procedures will be implemented to guarantee that at no time will unauthorized persons have access to the information. I understand the Graphical User Interface, referred to as ASCEND JWalk, has an Internet-based connection which should not be left running unless it is actively being used.
- 3.) Access codes, passwords, sign-on procedures, etc. will not be divulged to any other party, and their secrecy will be closely guarded.

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***Type/Print Name: _____ Date: _____

Signature: _____ Employment Start Date: _____

Title: _____ Phone #: _____

Department: _____ Email Address: _____

Work Address: _____ | _____

Replacing a previous employee? If so, who: _____ Circle One: Black/Green or JWalk?

Type/Print Name of Department Head: _____

Signature of Department Head: _____

*****If this is for a student worker/intern, please list their work hours here so training can be scheduled: M: T: W: Th: F:**

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*****The Area Below Is For Use By The **Information Technology Department** Only*****

User ID: _____ Assigned By: _____

Password: _____ Date: _____