



## Request for Enterprise Performance Management System Access

SAP EPM

## \*\*\*Please Note\*\*\*

Access to the University of Utah Budget System (EPM) is granted on an ORG level basis and is available only to those who have a business need for that access. The University incurs a licensing fee on your behalf and by signing below, you and your manager are indicating that you need access to this system to perform University business.

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Department:	Phone:	_ Authorized Signature								
Email:		_								
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Your signature above indicates your agreement that you will:

- ▶ Access, distribute, and share Institutional Data only as needed to conduct University business. ▶ Respect the confidentiality and privacy of individuals whose records or data I access.
- ▶ Protect my security authorizations (user IDs and passwords) and be personally accountable for all work performed under my security authorizations.

ORG Rollup? - Checking this box will grant security access to all ORG's which roll up to the ORG specified in the first column.

Financial Reporting Access - Access to financial reporting only. No data entry access in budget templates.

- ▶ Protect confidential information displayed on my workstation monitor. ▶ Report knowledge of security breaches.
- ► Comply with all department and University security policies and procedures. ► Abide by any applicable state or federal laws with respect to access, use, or disclosure of information, including but not limited to Utah Government Records Access and Management Act, section 63-2-100, et seq, Utah Code Ann.

Your signature above indicates your agreement that you will not:

- ▶ Discuss verbally or distribute in electronic or printed formats confidential employee data except as needed to conduct University business. ▶ Knowingly falsely identify myself.
- ► Gain or attempt to gain unauthorized access to Institutional data of University computing systems. ► Share my user ID(s) and passwords(s) with anyone.
- ► Leave my workstation unattended or unsecured while logged-in to University computing systems. ► Use or knowingly allow other persons to use Information Resources for personal gain.
- ▶ Destroy, damage or alter any University Information Recources or property, without proper authorization. ▶ Make unauthorized copies of Institutional data or applications.
- ▶ Engage in any activity that could compromise the security or stability of Information Resources and Institutional data.