Request for Access Permission to Jenzabar EX

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Update (Able to Change data)</th>
<th>View Only</th>
<th>Deny Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Reports</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>eRequisitions</td>
<td>X</td>
<td></td>
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</tbody>
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Supervisor: __________________________  Date: __________

Module manager 1: __________________________  Date: __________
Fiscal Affairs

Module Manager 2: __________________________  (Please submit a separate Form)  Date: N/A

Vice President: __________________________  Date: __________

For Information Technology Use Only

Access Permission:  Completed ☐  Not Completed ☐

Training Provisions:
- Training by Module Manager _____ (For new staff members)
- Training by Jenzabar FAM _____ (For previous module manager replacement)
- Training by ITS: _____ (For system training ex. Login, logout, terminating a process, printing, etc...)

Comments: __________________________

DBA: __________________________
Claflin University
Information Privacy Agreement

Individuals may use Claflin University Computing facilities only with the express authority of Claflin University. The Administration of Claflin University authorizes system accounts and the use of the lab facilities. Using an account that belongs to another individual or giving an individual other than the owner access to any Claflin University account is strictly prohibited.

Some individuals will be given access to the student information systems and/or other administrative systems. The confidentiality of this record governed by the federal Family Education Rights and Privacy act of 1974 [a.k.a Buckley Amendment FERPA] All information is confidential and students have a right to expect that their scholastic records are being properly supervised and maintained Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. Requests for discloser of this information must be approved by the appropriate administrative officer at Claflin University.

Each user is legally responsible for all activity originating from his or her account.

I read and acknowledge that I will abide by the statement above:

_____________________________  __________________________
Employee Name                  Date

Claflin University
Department of Information Technology Services

Database/Computer Access Certification Form

I, __________________________, hereby confirm that I am familiar with the use and safeguarding of passwords for access to the university databases and computers. I agree to abide by university policies concerning information security and the use of passwords. I understand that any willing misuse or abuse of my password may lead to disciplinary action including a formal reprimand or termination from the university.

_____________________________  __________________________
Signature                      Date