

**Rochester Institute of Technology Human Resources Department
Manager Self Service System
User Responsibility Acknowledgement and Agreement**

It is the policy of the *Rochester Institute of Technology* to protect the confidentiality of information that resides in its information systems to include data on employees, students and other business/financial data. Based upon your job duties and responsibilities, you have been designated to have access to a portion of RIT's Oracle Human Resources System (MSS-Manager Self Service System). Use of this system is subject to the following terms and conditions.

1. **I will use the MSS System and the administrative data it contains to conduct RIT business only.** Access or use of the system and the administrative data it contains for my own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly forbidden.
2. **I will adhere to the RIT Code of Conduct for Computer and Network Use as found on the RIT website at: <http://resnet.rit.edu/guide/pages/acceptableUse.php>**
3. **I will respect the confidentiality of individuals to whose records I have been given access.** I will observe any ethical restrictions and will abide by applicable laws and policies with respect to access, use, or disclosure of administrative data and information.
4. **I will give data only to persons authorized to have access to it.** I understand that RIT expressly forbids the disclosure of unpublished administrative data or the distribution of such data in any medium, except as required by my job duties and responsibilities and which have been approved in advance.
5. **I will follow control procedures and take reasonable measures to protect the administrative data to which I have been granted access.**
6. **I agree to perform transactions only related to the projects and awards for which I have responsibility or authorization.**
7. **I will not disclose my access code and/or password to other individuals.** I will not use another person's access code or password. If I have reason to believe that my access code or password, or that of another individual has been compromised or is being used by a person other than the individual to whom it was issued, I will report it to a supervisor or the Data Base/Security Administrator.
8. **I understand that I will be held responsible for the consequences of any misuse occurring under my "User ID" and "Password" due to any neglect on my part.**
9. **I will be responsible for the accurate presentation of administrative data, and will be responsible for the consequences of any intentional misrepresentation of that data on my part.**
10. **I understand that the transactions processed through the MSS System will be audited. The University will take appropriate action when improper uses are detected.**
11. **I agree to follow the policies and procedures established by RIT for the use of the MSS System.** Failure to do so may result in the revocation of my system privileges and/or disciplinary actions, including termination of my employment.
12. **My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement (required before a personal access code and password is assigned.)**

Employee's Name (Please Print)

Employee's Signature

Date

Department

Employee Number or UID

This form must be returned to the Human Resources Dept, 5th Floor Eastman Building. ORIGINAL SIGNATURE REQUIRED.