

UM BA/BA Central Account Request Form

Users – Complete the form below, have your unit head approve it, and send it to: Sharon Elliott, Division of Research, Room 2106 Lee Bldg, Campus

User Information

*Name: Last, First MI

*Title: *Phone:

*Department/Unit Name: *KFS Dept Code(s):

*Email Address: *UID:

*Type of Access: (Choose One)

****Note – BA4 Access requires a Software License****

BA4 (includes BA3 & Central Access) ____ If BA4 access is checked, choose from the following (Users may be given access to one of the three types below or be given access to both Accountant and Pay Docs simultaneously):

- Data Admin ____ Access to all transactions, ability to post transactions from DIW, can reconcile accounts, user can add, change, delete data and assign permissions
- Accountant ____ Access to Non-Payroll transactions, ability to post non-payroll transactions from DIW, user can add and change data but can not delete or assign permissions
- Pay Docs ____ Access to Payroll documents and transactions, ability to post payroll transactions from DIW, user can add, change and delete data but can not assign permissions

BA Central (web access only) ____

Statement of Understanding for Priority Software, Inc. BA3/BA Central Accounts (and subsequent software versions)

I understand that, pending all approvals, I will be given access to information contained in University administrative and/or academic computer systems solely for the purpose of fulfilling my official job duties. I agree to keep all information in a manner that is appropriate to its content and to keep any personally identifiable information confidential, kept out of public view, and stored in a secure location/form whether it is in paper copy, contained in software, visible on screen displays, in computer readable, or any other form. I understand I am solely responsible for my use of this information, including its disclosure to others. I therefore agree not to re-disclose or provide access to this information except as authorized by my job duties and in compliance with federal and state laws and University policy. Neither curiosity nor personal relationships provide a basis for any breach of confidentiality.

By signing the BA3/BA Central SOU, I acknowledge I am the only authorized user of the assigned BA3/BA Central account, and that I will take steps to maintain the security, confidentiality, and integrity of any information accessed by me. These steps include protecting the confidentiality of my password to ensure others may not use it to access my account.

I have read the University of Maryland Guidelines for the Acceptable Use of Computing Resources available at <http://www.umd.edu/aug>. I have had the opportunity to have my questions regarding these Guidelines, or my access to and use of the Information answered.

I understand providing Information for unauthorized uses or otherwise violating University confidentiality policies relating to the information may result in disciplinary action, including my dismissal and prosecution under applicable federal or state laws. If I am a student employee, I understand that misuse also may result in a referral to the Student Judicial Board.

By signing this form, I verify I have read and understood this form, and agree to comply with its contents.

BA3/BA Central User (printed name & signature) Department/Unit Date

Unit Head Statement:

By my signature, I verify the information on this form, confirm the applicant's duties require access to this information, and authorize access for the applicant. It is my responsibility to inform the Division of Research Priority Project Office of any change in this employee's status that may affect access (e.g. termination of employment, leave of absence, change of job responsibilities or department).

Unit Head/Designee (printed name & signature) Title Date