

PA 7 System Request

New Account:	Change to Existing Account:	Terminate Access:
--------------	-----------------------------	-------------------

	Access	
Check Role(s)	Role	Org (Enter all orgs for which you require access to)
	1. Initiator – Can initiate position description and posting as well as view applicants but can NOT change applicant depositions.	
	2. Department/ HRCP – Can initiate position description and posting as well as view applicants and change applicant depositions.	
	3. Final Department Approver – Can approve action but is not able to change disposition or initiate position description or posting. <i>(All request for Final Department Approver must be signed by Financial Director of department/school)</i>	
For HR and Budget Office Use only		
	Budget Office	
	Compensation	
	Recruitment	
	EEO Office/ AA Office	

CONFIDENTIALITY STATEMENT – READ CAREFULLY AND SIGN

By signing this application, I agree that I will not, outside of the performance of my duties, access, print, copy or disclose to any party (GW employee, GW student or anyone else) proprietary, confidential, and/or protected information, including proprietary licensed software residing on GW computer systems. I also agree not to disclose to any party (GW employee, GW student, or anyone else) my access codes and/or passwords. I agree to treat as confidential all information to which I have been granted access.

I further agree to keep confidential any and all data or information, whether in electronic or printed format, and to comply with the GW Information Technology Security Policy in accordance with the policies and procedures of The George Washington University, and any District, State, or Federal laws. This includes the confidentiality of information concerning GW's students, employees, vendors, and donors, as well as the University's proprietary information. This latter is addressed in the policy statement Code of Conduct for Users of Computing Systems and Services, Section 5, which can be found on the ISS Helpdesk website at <http://helpdesk.gwu.edu>. The confidentiality of student records is defined in the provisions of The Family Educational Rights and Privacy Act, as amended (20 U.S.C. 1232(G)), and with the regulations issued there under by the U.S. Department of Education.

I understand that if I fail to abide by these conditions, my access to any and all GW computer systems may be terminated and that disciplinary action, including possible termination of employment, may be instituted against me.

User's Name (Print) _____ User's Email _____

Applicant's Signature: _____ Date: _____

Supervisor/ Finance Director		
Name	Phone	Email

Supervisor's Signature: _____ Date: _____