



# iNtegrate Instance SCS Account Acknowledgment

Rev. 2022-05-10.01

## Overview

This acknowledgment form must be completed and submitted to SCS for review and approval before access may be granted to iNtegrate (PeopleSoft) networks or servers managed or hosted by SCS. The form will be reviewed and routed to the appropriate iNtegrate Instance Approver to authorize creation of a user account. Upon approval, you will be assigned an SCS Account with VPN access to the requested iNtegrate Instance. Terminal or shell access to iNtegrate systems is subject to approval by the appropriate iNtegrate Instance Approver.

### Account Applicant Information:

Name:	Email address:
Telephone:	iNtegrate instance: <input type="radio"/> Shared <input type="radio"/> UNLV <input type="radio"/> UNR

Board of Regents policy requires that sensitive data maintained or transmitted by a Nevada System of Higher Education (NSHE) institution must be secure. The policy defines sensitive data as “personal information, including, but not limited to social security number, and any other data identified in state and federal law that NSHE institutions are required to protect from unauthorized access, use, or disclosure.”

As an employee of NSHE, you may have access to various types of sensitive information. Examples are student personal data, student academic records, student financial records, employee records, and university business. It is your responsibility to safeguard all such information and ensure that it is used appropriately.

You will not: (i) use such information except in your work for NSHE; (ii) copy such information except as necessary; (iii) publish, disclose, or provide access to such information except in limited disclosure to an NSHE employee who needs to know for the same permitted use, or as otherwise directed by NSHE; or (iv) download such information to your workstation, laptop, USB storage, or other device. Under no circumstances will you remove, or permit the removal of, any materials containing such information from NSHE premises.

You will be held responsible for all activity associated with your SCS Account. Do not attempt to use your account in excess of your authority.

**Please acknowledge the following statement by signing this form below:** I have read and agree with the Board of Regents Handbook, including [Title 4, Chapter 1, Section 24: Information Security Policy](#). I am responsible for reading, understanding, and complying with the Family Educational Rights and Privacy Act (FERPA) and other regulations applicable to sensitive information.

**VIOLATION OF THIS AGREEMENT WILL RESULT IN DISCIPLINARY ACTION INCLUDING TERMINATION OF ACCESS**

Applicant Signature:	Date:
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