



# Operational Account Acknowledgement and Consent

University of California, Santa Cruz

Return to: ITS Help Desk, Kerr Hall Room 54, Mail Stop: ITS-Kerr, Phone: (831) 459-4357 Fax: (831) 459-4171

ITS recognizes that there are times when campus business motivates the need for an account associated with a operational role. Since individuals other than the account owner may have shared access to an electronic identity and protected or private information, operational accounts have security and privacy issues not associated with individual accounts. It is our goal to help protect the account sponsor and the institution with awareness of these issues.

Operational accounts cannot be applied for via the standard account request processes. They are issued on a case-by-case, exception basis and require the approval of the ITS Director of Client Services and Security. Operational accounts will not be issued for needs that may be served by a mailing list, such as sharing an email account for which one person has primary responsibility, or enabling multiple people to receive the email from one email address. Additionally, operational accounts may not be opened on campus business systems such as FIS, PPS, and AIS for the purpose of sharing with multiple individuals.

eCommons Online Course Evaluation System requires operational accounts to satisfy the business requirements of course offering entities using the system to provide access to evaluation survey creation, subject specific course data and final reports amongst designated staff members assigned to this process.

Explicit acknowledgement and consent of the account sponsor and all individuals authorized to access the account is required on this form or a similar document before a operational account will be issued.

## OPERATIONAL ACCOUNT SPONSORSHIP AND APPROVAL

eCommons operational account name will have the following prefix: UCSCM-“ORG”

The ORG will contain the departmental or organization code as listed in AIS to define exclusive access to course data pertaining to the course-offering unit for the operational account. Passwords will meet campus security requirements.

The eCommons Operational Account is a unique name and will be assigned by ITS Staff to the Account Sponsor for the sole purpose of generating end of quarter course evaluations and other surveys according to the business needs of the unit and account sponsor. Any non-OCE of eCommons tools and resources will be accessed via individual CruzID and Gold passwords per our standard service offering.

### **Account Sponsor - individual responsible for the account (name, title, department or unit)**

First Name	Last Name	Title	Unit	Email address	Phone Number
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*Account Sponsor please note:*

- The operational account will be established in your name and you will be responsible for all activity on that account, including that by an authorized user, and for ensuring appropriate management and protection of sensitive and/or personal data.
- If your operational role transfers to another person, you must notify the ITS Support Center so that we can update the Account Sponsor on file. Failure to do so may result in account closure.
- Only the Account Sponsor can request access changes to the account. Examples include changing the password or adding or removing an authorized user.

### **Department Head or Dean approval of this operational account request:**

Name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## ACKNOWLEDGEMENT AND CONSENT

Must be signed by the account sponsor and authorized users

All individuals with access to a operational account have full access to the account and all services associated with that account. There should be no expectation of privacy from other authorized users. Although a operational account may be a shared account, only individuals specifically identified as authorized users may access the account. Authorized users may not share the password or account access with unauthorized individuals. Authorized users are also responsible for appropriate management and protection of sensitive and/or personal data stored, accessed or transmitted via the operational account. Additionally all account usage must be consistent with UCSC's Acceptable Use Policy (<http://policy.ucsc.edu/html/it0003.shtml>), Access to Information Statement (<http://its.ucsc.edu/accounts/docs/access-info-stmt.pdf>), and the UC Electronic Communications Policy (<http://www.ucop.edu/ucophome/policies/ec/>).

I have read and understand the information above and on page 1 of this form. I agree to keep the password and account confidential and consent to share access to the contents of this account with all authorized users. I further agree to abide by the policies listed above governing electronic communications and use of campus computing facilities.

Signature and date for account sponsor and all authorized users:

Account Sponsor:

Name: \_\_\_\_\_

Signature/date: \_\_\_\_\_

Authorized users:

Name: \_\_\_\_\_

Signature/date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature/date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature/date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature/date: \_\_\_\_\_

ITS Approval/Processing:

Approval: \_\_\_\_\_  
ITS Learning Technologies – Senior Management Designate

Date: \_\_\_\_\_

Received By	Date Received	Date Processed	Date Notified

Notes: