

**The Texas A&M University System
Enterprise Data Warehouse
MicroStrategy Statement of Responsibility**

I understand that all information concerning employees which may come to my knowledge while using any of the applications defined on this form is to be held in the strictest confidence and may not be disclosed except as provided in policy and procedures pertaining to performance of my job duties and assignments.

I acknowledge my responsibility for strictly adhering to university policy and state and federal law. I also am aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information contained in or accessed from these applications.

I understand that computer system password(s) I receive or devise is (are) confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise and I will not write down such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my password(s). I agree further NOT to attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited.

I understand that failure to observe these restrictions constitutes a "Breach of Computer Security" as defined in the TEXAS PENAL CODE, CHAPTER 33, and that such an offense will subject me to university or agency disciplinary action and criminal prosecution to the full extent of the law.

| | | |
|--------------|--------------------|-------|
| Employee UIN | Work Email Address | Title |
|--------------|--------------------|-------|

| | |
|--------|------------|
| Member | Department |
|--------|------------|

| | | |
|---------------|--------------------|------|
| Employee Name | Employee Signature | Date |
|---------------|--------------------|------|

| | | |
|-----------------|----------------------|------|
| Supervisor Name | Supervisor Signature | Date |
|-----------------|----------------------|------|

| | | | |
|---|-----------|------------------|---------------------|
| <i>Access Type:</i> | Financial | HCM | Payroll |
| <i>*Optional access in addition to the selection above:</i> | | HR Confidential* | Payroll Deductions* |

Organization(s)

Access can be customized to meet your needs. You can request access to one or more levels of the organization, including Member, Executive, Division, College, and Department. You can also mix and match different levels. For example, you might need access to an entire college and a few departments outside that college. Additionally, you can request different access for Position Org and Account Org perspectives. For example, you might need financial data for a whole member but only HCM data for a specific division. Indicate your needs below.

| | | | |
|--------------------------|------------------------|----------------------------------|---------------------------------|
| <i>Organization Type</i> | <i>Organization(s)</i> | <i>Apply to Position Org</i> | <i>Apply to Account Org</i> |
|--------------------------|------------------------|----------------------------------|---------------------------------|

| | | |
|------------------------------|---------------------------------|------|
| HR / Payroll Access Approver | HR / Payroll Approver Signature | Date |
|------------------------------|---------------------------------|------|

| | | |
|---------------------------|------------------------------|------|
| Financial Access Approver | Financial Approver Signature | Date |
|---------------------------|------------------------------|------|