

**UNIVERSITY OF CHICAGO**  
**ACCESS TO CONFIDENTIAL INFORMATION AUTHORIZATION FORM**

**SUBMIT COMPLETED FORM TO: Human Resource Services (Records)**

1. Your login ID(s) & password(s) are unique to you as a user of one or more of the University's systems. Your login IDs & passwords must be kept confidential. Your login IDs & passwords replace your handwritten signature and are legally equal to a handwritten signature.
2. Your login ID(s)/password(s) are necessary for you to perform your job, so you must memorize them and store any written login IDs & passwords in a secure place.
3. If you suspect that someone else is using your login ID(s)/password(s), or if your password card has been lost or stolen, you must immediately notify your supervisor and request a replacement.
4. If you undergo a status change of any kind (job description, job title, name, promotion, or resignation/termination), remind your supervisor to inform the appropriate central office(s) so that the information can be updated.

**ACCESS REQUEST TO CONFIDENTIAL INFORMATION**

It is requested that \_\_\_\_\_  
Employee Name ChicagoID  
from \_\_\_\_\_ be granted access to the following:  
Department

**System Name** (check all that apply)

- |                                                              |                                                              |
|--------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Accounts Payable System (APS)       | <input type="checkbox"/> Payroll/Personnel System (HRMS)     |
| <input type="checkbox"/> Financial Accounting System (FAS)   | <input type="checkbox"/> Real Estate Operations System (REO) |
| <input type="checkbox"/> Integrated Reporting Facility (IRF) | <input type="checkbox"/> Other: _____                        |

**EMPLOYEE STATEMENT**

I understand the University's policy on the necessity of login ID/password security. I have read and understand the four (4) points listed above and will handle my login IDs & passwords as stated.

I also understand the University's policy on maintaining the confidentiality of information. I have read and understand the Employee Manual and Personnel Policy #U601.01, regarding Treatment of Confidential Information. I understand that all of these policies apply to me and that my failure to observe these policies may result in disciplinary action including, but not limited to, discharge.

Finally, I understand that a signed copy of this form, *Access to Confidential Information Authorization*, will be placed in my personnel file.

\_\_\_\_\_  
Employee Signature Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**APPROVALS**

\_\_\_\_\_  
Supervisor Signature Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
UHRM/Provost Signature Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SUBMIT COMPLETED FORM TO: HRS Records, 6054 S Drexel**