# Administrative Assistant – HR Access Request

## Employee Information:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MSUNetID</th>
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<table>
<thead>
<tr>
<th>Department/Unit</th>
<th>Office Address</th>
<th>Phone Number</th>
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<tbody>
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## Acceptable Use Agreement:

I certify that I will use this information in a responsible manner for activities that fall within my MSU job duties. Responsible use implies that:

- I will protect the privacy of the data, whether it’s related to my own unit or another unit.
- I will protect access to the data obtained from this system and agree to store the data in an acceptable manner that ensures security and that precludes unauthorized access.
- I will limit data access to only those individuals who have a legitimate need-to-know for MSU business purposes.
- I will close AA-HR when I am not using it.
- I will dispose of the information in an appropriate manner when finished with it.

________________________________________________________  ___________________
Employee Signature        Date

## Chairperson/Unit Director Approval:

I certify that this individual needs access to this information in order to perform their job duties.

________________________________________________________  ___________________
Chairperson/Unit Director Signature      Date

## COM Administrative Services Approval:

Type of Access:  ____ MAU Access   _____ CUC Access

_______________________________________________________  ___________________
Administrative Services Signature      Date