

SAP User Agreement – Staff Assistant

09/2016

Department: _____

Date of Request: _____

I am requesting a special account to be used by a staff assistant for the following purpose:

Department Head:

I understand that this account is being provided to allow a designated staff assistant (shown below) to act on my behalf. I understand I am responsible for any activity performed under this account. I understand that all SAP accounts are subject to audits and periodic monitoring. If it is determined that this account is acting outside of the scope outlined herein then these privileges will be suspended. I understand that I need to manage access to this account, particularly as staff assistants leave my department. I understand that a full-time staff member will always log in for the Staff Assistant and the password will never be given to the Staff Assistant. I understand that this account is good for only 90 days and must be renewed if required after that point.

By my signature, I accept the above terms and conditions of my SAP License.

Name (Please Print)

Signature

Date

Staff Assistant

I understand that I am acting as an agent for this department in a very specific capacity as is indicated above. I understand that I may be given access to confidential information, and that I should not attempt to view any data that is not specifically part of my assignment. Under no circumstances should I share any information with persons outside of this department. I understand that this account will be monitored and that any activity outside the scope defined herein may result in suspension of these privileges and/or disciplinary actions.

By my signature, I accept the above terms and conditions of my SAP License.

Name (Please Print)

Signature

Date

This SAP License is subject to all privileges and restrictions stated in the Appropriate Use Policy:

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidP ara=10642998>

Please scan/email signed SAP License agreement to sapsupt@olemiss.edu .

Staff Assistant Accounts will be given to the Department Head. The Department is responsible for any activity on this account.

Department Head agrees to complete a new SAP User Agreement for any new Staff Assistant. It is important to have the Staff Assistant sign this agreement before allowing them to use the SAP system.

Department Head agrees to have a full-time staff member log in for the staff assistant.

Department Head agrees not to give the user name or password to the staff assistant.

Department Head may decide to send the staff assistant through the formal SAP training or they may select to train the individuals themselves.

Staff Assistant accounts are good for only 90 days. If the account is required after that time, it must be renewed.