

**The George Washington University
ETS & CITRIX ACCESS REQUEST
Financial Systems Support /**

USER'S LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF REQUEST
DEPARTMENT/SCHOOL		ADDRESS/BUILDING/ROOM	
PHONE NUMBER		EMAIL ADDRESS	
JOB TITLE			

CONFIDENTIALITY STATEMENT – READ CAREFULLY AND SIGN

By signing this application, I agree that I will not, outside of the performance of my duties, access, print, copy or disclose to any party (GW employee, GW student or anyone else) proprietary, confidential, and/or protected information, including proprietary licensed software residing on GW computer systems. I also agree not to disclose to any party (GW employee, GW student, or anyone else) my access codes and/or passwords. I agree to treat as confidential all information to which I have been granted access.

I further agree to keep confidential any and all data or information, whether in electronic or printed format, and to comply with the GW Information Technology Security Policy in accordance with the policies and procedures of The George Washington University, and any District, State, or Federal laws. This includes the confidentiality of information concerning GW's students, employees, vendors, and donors, as well as the University's proprietary information. This latter is addressed in the policy statement *Code of Conduct for Users of Computing Systems and Services*, Section 5, which can be found on the ISS Helpdesk website at <http://helpdesk.gwu.edu>. The confidentiality of student records is defined in the provisions of The Family Educational Rights and Privacy Act, as amended (20 U.S.C. 1232(G)), and with the regulations issued there under by the U.S. Department of Education.

I understand that if I fail to abide by these conditions, my access to any and all GW computer systems may be terminated and that disciplinary action, including possible termination of employment, may be instituted against me.

APPLICANT'S SIGNATURE: _____

DATE: _____

<p><i>ETS GL ROLES (requestor and approver use only)</i></p> <table style="width:100%;"> <thead> <tr> <th style="text-align: left;"><u>Role Name</u></th> <th style="text-align: left;"><u>Role ID</u></th> <th style="width: 30px;"></th> </tr> </thead> <tbody> <tr><td>Read G/L entries</td><td>G/L-ENTRIES, READ</td><td><input type="checkbox"/></td></tr> <tr><td>Create entries in G/L journals</td><td>G/L-JOURNAL</td><td><input type="checkbox"/></td></tr> <tr><td>Post G/L journals</td><td>G/L-JOURNAL, POST</td><td><input type="checkbox"/></td></tr> <tr><td>G/L periodic activities</td><td>G/L-PERIODIC</td><td><input type="checkbox"/></td></tr> <tr><td>Read G/L registers</td><td>G/L-REGISTER</td><td><input type="checkbox"/></td></tr> <tr><td>G/L setup</td><td>G/L-SETUP</td><td><input type="checkbox"/></td></tr> <tr><td>Fund Card, Edit</td><td>FUND</td><td><input type="checkbox"/></td></tr> <tr><td>Fund Card, Read</td><td>FUND-READ</td><td><input type="checkbox"/></td></tr> <tr><td>Read account schedules</td><td>G/L-ACC SCHED</td><td><input type="checkbox"/></td></tr> <tr><td>Edit account schedules</td><td>G/L-ACC SCHED, EDIT</td><td><input type="checkbox"/></td></tr> <tr><td>Read G/L accounts and entries</td><td>G/L-ACCOUNT</td><td><input type="checkbox"/></td></tr> <tr><td>Edit G/L accounts</td><td>G/L-ACCOUNT, EDIT</td><td><input type="checkbox"/></td></tr> </tbody> </table>	<u>Role Name</u>	<u>Role ID</u>		Read G/L entries	G/L-ENTRIES, READ	<input type="checkbox"/>	Create entries in G/L journals	G/L-JOURNAL	<input type="checkbox"/>	Post G/L journals	G/L-JOURNAL, POST	<input type="checkbox"/>	G/L periodic activities	G/L-PERIODIC	<input type="checkbox"/>	Read G/L registers	G/L-REGISTER	<input type="checkbox"/>	G/L setup	G/L-SETUP	<input type="checkbox"/>	Fund Card, Edit	FUND	<input type="checkbox"/>	Fund Card, Read	FUND-READ	<input type="checkbox"/>	Read account schedules	G/L-ACC SCHED	<input type="checkbox"/>	Edit account schedules	G/L-ACC SCHED, EDIT	<input type="checkbox"/>	Read G/L accounts and entries	G/L-ACCOUNT	<input type="checkbox"/>	Edit G/L accounts	G/L-ACCOUNT, EDIT	<input type="checkbox"/>	<p><i>ETS SYSTEM ROLES (system administrator use only)</i></p> <table style="width:100%;"> <thead> <tr> <th style="text-align: left;"><u>Role Name</u></th> <th style="text-align: left;"><u>Role ID</u></th> <th style="width: 30px;"></th> </tr> </thead> <tbody> <tr><td>All users</td><td>ALL</td><td><input type="checkbox"/></td></tr> <tr><td>All users - modified</td><td>ALL-GWU</td><td><input type="checkbox"/></td></tr> <tr><td>Delete Change Log Entries</td><td>CHANGELOG-DELETE</td><td><input type="checkbox"/></td></tr> <tr><td>Setup Change Log</td><td>CHANGELOG-SETUP</td><td><input type="checkbox"/></td></tr> <tr><td>View Change Log Entries</td><td>CHANGELOG-VIEW</td><td><input type="checkbox"/></td></tr> <tr><td>Serenic Navigator</td><td>NAVIGATOR</td><td><input type="checkbox"/></td></tr> <tr><td>Serenic Navigator, Simplified</td><td>NAVIGATOR-GWU</td><td><input type="checkbox"/></td></tr> <tr><td>Edit users and groups</td><td>SECURITY</td><td><input type="checkbox"/></td></tr> <tr><td>This role has all permissions.</td><td>SUPER</td><td><input type="checkbox"/></td></tr> <tr><td>Superuser of data</td><td>SUPER (DATA)</td><td><input type="checkbox"/></td></tr> </tbody> </table> <p><i>CITRIX ACCOUNT:</i></p>	<u>Role Name</u>	<u>Role ID</u>		All users	ALL	<input type="checkbox"/>	All users - modified	ALL-GWU	<input type="checkbox"/>	Delete Change Log Entries	CHANGELOG-DELETE	<input type="checkbox"/>	Setup Change Log	CHANGELOG-SETUP	<input type="checkbox"/>	View Change Log Entries	CHANGELOG-VIEW	<input type="checkbox"/>	Serenic Navigator	NAVIGATOR	<input type="checkbox"/>	Serenic Navigator, Simplified	NAVIGATOR-GWU	<input type="checkbox"/>	Edit users and groups	SECURITY	<input type="checkbox"/>	This role has all permissions.	SUPER	<input type="checkbox"/>	Superuser of data	SUPER (DATA)	<input type="checkbox"/>
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NAME OF DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE (PLEASE PRINT)	EMAIL	
SIGNATURE	DATE	PHONE NUMBER
NAME (REQUEST COMPLETED BY)	EMAIL	
SIGNATURE	DATE	PHONE NUMBER

ADMINISTRATIVE APPLICATIONS USE ONLY	USERID: _____
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