

## **Financial Systems Confidentiality Statement Regarding University Information Resources**

Many staff and faculty members handle a variety of proprietary and private information concerning colleagues, students, patients, alumni, donors, and others associated with the University, as well as confidential information regarding University business. This material may include (but is not limited to) payroll figures, personal data such as employee home addresses, donor files or student records or University financial information.

It is the responsibility of all University employees to respect the highest level of privacy for their colleagues and other members of the University community. Disclosure and discussion of confidential information obtained from University, school or departmental records, either during or after employment with the University, is impermissible unless such disclosure is a normal requirement of an employee's position and has been so authorized.

## **ITCS Guidelines for Security and Confidentiality of Data Files**

Northwestern University employees or persons with access to IT Computing Services data shall not:

Make unauthorized use of any information in files maintained, stored, or processed by IT Management Systems, or permit anyone else to make unauthorized use of such information.

Seek personal benefit or permit others to benefit personally from any confidential information that has come to them by virtue of their work assignment.

Exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with University and departmental policies.

Knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

Operate or request others to operate any University equipment for personal business.

Divulge personal ID's or passwords to anyone, University personnel or outside persons.

All violations of these guidelines must be reported to the Director of IT Computing Services immediately.

**Any violations of these guidelines are cause for immediate dismissal or other appropriate personnel action.**

## **Northwestern University ID REQUEST for VIEW DIRECT**

View Direct is a web-based application that provides electronic access (read-only) to various financial reports. Included are the monthly budget statements (FMMNTHLY), which consist of the FM160, FM162, NG32, and NA31; the FM324 (receiver report), a daily report of purchase orders for which invoices have been entered but still need a receiver document; and the Graduate School sponsored project tuition report, NWFA6115 (TGS Commitments to Sponsored Projects) which consists of actual and expected tuition charges to sponsored projects.

This information is available to users based on Level 4 Reporting Organization number for the FMMNTHLY report. The reporting org identifies a department or a division within a school or business unit. Reporting Org numbers can be obtained from the upper right-hand corner of a published budget statement report. Once access is granted to a particular reporting org number, the user will have access to all CUFS accounts (Fund-Area-Org) under that reporting org. The FM324 access is based on SHIP TO codes and NWSF6115 Access is based on Area-Org and Level 4 Reporting Organization number.

**APPLICANT INFORMATION**

USER NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NET ID \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE \_\_\_\_\_

EMPLOYEE ID \_\_\_\_\_

AREA NAME \_\_\_\_\_

**REPORT REQUESTED:**

**FM324** (receiver report) list **ship to** codes \_\_\_\_\_

**OTHER** (provide name of report) \_\_\_\_\_

**NWFA6115** (view actual and expected tuition charges) Fill in Area – Org - 4<sup>th</sup> reporting org#

**FMMNTHLY** (budget statements) Fill in Area - 4<sup>th</sup> reporting org#

**ACCESS REQUESTED**

ADD	DELETE	FUND#	AREA#	ORG#	4 <sup>th</sup> Rpt Org (from ORGN Table)

(MORE SPACE ON ATTACHED PAGE IF NEEDED)

**APPROVALS**

Applicant's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Area Manager's Office Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Mail form to:** Manager of Training & Security, Financial Systems, 619 Clark-1<sup>st</sup> Flr, Evanston Campus

