



UNIVERSITY OF THE EAST
Information Technology Department
ACCOUNT MODIFICATION NOTICE

TO: Name:				ID No.:	
Position:				College/ Department:	
<input type="checkbox"/> Profile	<input type="checkbox"/> Password	<input type="checkbox"/> Modules/Apps	<input type="checkbox"/> Rights	<input type="checkbox"/> Others	
				Ref. REQUEST No.	
Your request for account/rights modification has been updated. Modification/s shall take effect on _____.					
Remarks:					
Read the Confidentiality Statement at the back & sign. Default Password shall expire after 7 days. Pls. change it immediately.					
Noted: Director/Senior Asst. Director		Techsupport Verification (Date)		Internal Audit (Date)	
USER Acceptance →					
Signature over Printed Name				Date Received:	

Confidentiality of Information Statement

This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

It is the policy of the University that users (i.e., employees, students, and outside affiliates) shall respect and preserve the privacy, confidentiality and security of confidential information. **Violations of this statement include, but are not limited to:**

8. Accessing information that is not within the scope of your duties;
9. Misusing, disclosing without proper authorization, or altering confidential information;
10. Disclosing to another person your sign-on code and/or password for accessing electronic or confidential information or for physical access to restricted areas;
11. Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas;
12. Intentional or negligent mishandling or destruction of confidential information;
13. Leaving a secured application unattended while signed on; or
14. Attempting to access a secured application or restricted area without proper authorization or for purposes other than official UE business.

Violation of this statement may constitute grounds for corrective action up to and including termination of employment or student status, loss of privileges or contractual or affiliation rights in accordance with applicable university procedures. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read and agree to comply with the terms of the Confidentiality Statements and will read and comply with the University of the East Information Security Policies, as applicable; copies of which will be provided upon request.

 -User Name & Signature