

7-1-2004

UAP 2590: Access to Administrative Computer Systems (Now 2520)

University of New Mexico

Follow this and additional works at: https://digitalrepository.unm.edu/uap_2000

Recommended Citation

University of New Mexico. "UAP 2590: Access to Administrative Computer Systems (Now 2520)." (2004).
https://digitalrepository.unm.edu/uap_2000/51

This Policy is brought to you for free and open access by the University Administrative Policies and Procedures at UNM Digital Repository. It has been accepted for inclusion in Section 2000: Administrative Management by an authorized administrator of UNM Digital Repository. For more information, please contact disc@unm.edu.



University Business Policies and Procedures Manual

2590

ACCESS TO ADMINISTRATIVE COMPUTER SYSTEMS

Effective Date: July 1, 2004
Subject to Change Without Notice

*Revised
to 2520*

1. General

University administrative computer systems provide access to information and electronic mechanisms for processing business and administrative functions. For members of the University community to make informed and timely decisions, accurate University information relevant to their decisions should be readily available to them. An individual who requires access to a system or application must be authorized by the system administrator. Authorization will only be granted to those individuals with a demonstrated need to use such information and/or electronic processes who have taken the required training applicable to the system being requested.

2. Related Policies

Users of Administrative Computer Systems are subject to the following policies as are all other computer users.

- "Acceptable Computer Use" Policy 2500
- "Computer Use Guidelines" Policy 2510
- "Computer Security Controls and Guidelines" Policy 2520

3. System and Data Custodianship

Each administrative system contains official records of a specific type. The system administrator reviews and approves each request for access to a specific system, for the required training, and ensures accuracy and security of the data. The system administrator authorizes access by assigning the user a computer account and password to log on the system. The computer account is a means of operator identification and the password is a security measure. System administrators are listed at http://www.unm.edu/cirt/accts/univinfo_bsa.html.

4. User Access

A person who needs access to an administrative system must submit a request indicating:

- the system to which access is requested;
- the specific functions to which the employee requires access, i.e. inquiry, input of transactions, approval of transactions, and/or correction of information.;
- the type of transactions the user needs to complete, i.e. procurement, reimbursements, budget adjustments, and/or journal vouchers; and
- the user's organization code.

The request must be signed by the employee's supervisor and submitted to the applicable system administrator (see **Section 3.** above). The system administrator will grant the user access to the system upon completion of the required training and the user's formal acceptance of the Administrative System Access Agreement (**Exhibit A.**) accepting responsibility for using the system appropriately.

5. User Responsibility and Accountability

Users are responsible for proper use of University information and are prohibited from sharing information with unauthorized individuals. The web-based information systems allow an authorized user the ability to complete transactions directly on-line and forward the forms to the appropriate administrators for approval. By completing a form on-line, the user accepts responsibility to follow all applicable policies and procedures.

5.1. Sanctions

Users who do not demonstrate due care in the administration of their duties as an authorized user may be subject to sanctions, including withdrawal of privilege to enter information directly into the system; and/or disciplinary action, up to and including, discharge.

6. Attachments

[Exhibit A. System Computer Use Agreement](#)

Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>

[Contents](#)

[Section 2000
Contents](#)

[Policy Listing](#)

[Forms](#)

[Index](#)

[UBP Manual
Homepage](#)

[UBP Homepage](#)

[UNM Homepage](#)

Administrative System Access Agreement

Read each term below and indicate "yes" to agree. In Item 1. indicate which administrative system is covered by this agreement.

1. I will be responsible for all use of the _____ administrative system under my user ID. _____
2. I will not share my user ID with anyone and will promptly report any suspected misuse of my user ID. _____
3. I will not use the system for purposes other than identified in my request for access. _____
4. I will not attempt to access accounts, files, or information belonging to other users without their knowledge and consent. _____
5. I will comply with all applicable University policies and procedures. _____

Signature _____ Date: _____

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN DISCIPLINARY ACTION.

Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>

[Contents](#)

[Section 2000
Contents](#)

[Policy Listing](#)

[Forms](#)

[Index](#)

[UBP Manual
Homepage](#)

[UBP Homepage](#)

[UNM Homepage](#)