

Colleague User Interface EXPORT Access Policy for University Employees

This policy is designed to alert SVSU employees, who are granted access to use the EXPORT function of User Interface (UI) (to upload data to the Colleague system), of their responsibilities when utilizing such functionality. Employees using the EXPORT function of UI are not limited as to where in the Colleague system they can attempt to transfer files. Based on testing, employees cannot overlay Colleague data files, but could transfer files to certain miscellaneous directories and overlay files in such directories. As such, they need to exercise caution when using the EXPORT function and only transfer files into the directories designated for the process they are performing.

If you have questions regarding this policy, please contact ITS Computer Operations at x4146.

ACCEPTANCE OF ACCESS and RESPONSIBILITY

This form must be completed and submitted to ITS Computer Operations before access to the EXPORT function will be granted.

I, _____, understand that my acceptance of
PRINT NAME HERE
access to the EXPORT function of UI signifies that I understand and accept the responsibility for complying with the Policy outlined above. By my signature below, I understand and agree to use such functionality within the guidelines of the processes I've been assigned to perform.

Signature of SVSU Employee

Date