



# WESTERN MICHIGAN UNIVERSITY

## Management Data Report Authorization

(Please print and return to Todd Mossman, Human Resources – mailstop 5217, fax 7-3441)

<b>Access Requested For:</b>	
Name:	
<b>Area Requested For:</b>	
List the Department, College or Executive area for which the information is needed: <input type="text"/>	
Responsibilities with access: <ol style="list-style-type: none"><li>1. Understanding the data: Use the data dictionary. Ask questions.</li><li>2. Distribution of data: Can only be done within your department, as appropriate. Data may not be emailed due to security concerns.</li><li>3. Data must be kept in a secure location that only the authorized employee has access to.</li><li>4. Disposal of data: Delete unused data. Delete all data for a PC moving to another employee.</li></ol>	
The above-named employee has been informed of, and accepts the responsibilities for the Information provided as an employee of Western Michigan University. He/she understands that this information is for use in administrative support. Any other uses of this information are strictly prohibited. He/she understands that improper or illegal use may result in the termination of access and that he/she may be subjected to disciplinary action up to and including termination of employment.	
<b>Signatures:</b>	
Employee (sign & print):	Date:
Authorized Department Approval (sign & print):	Date: