

UM Coeus Account Request Form

To locate your unit number go to this URL:
<http://www.oit.umd.edu/units/dataadmin/DeptUnitBridge>

Please email to
coeus-help@umd.edu
or via campus mail to:
Sally Egloff
ORA
3112 Lee Bldg

User Information

Name: _____

Title: _____

Dept/Unit Name: _____ Department Number: _____

Email Address: _____

Directory ID: _____ University ID: _____

Unit Head Signature

By my signature, I verify the information on this form, confirm the applicant's duties require access to this information, and authorize access for the applicant. It is my responsibility to inform the Office of Data Administration of any change in this employee's status that may affect access (e.g. termination of employment, leave of absence, change of job responsibilities or department).

Dept Chairperson or Director

Date

Statement of Understanding

I understand that, pending all approvals, I will be given access to information contained in the Coeus Electronic Research Administration System of proposals and awards solely for the purpose of fulfilling my official job duties. I agree to keep all information in a manner that is appropriate to its content and to keep any personally identifiable information confidential, kept out of public view, and stored in a secure location/form whether it is in paper copy, contained in software, visible on screen displays, in computer readable, or any other form. I understand I am solely responsible for my use of this information, including its disclosure to others. I therefore agree not to re-disclose or provide access to this information except as authorized by my job duties and in compliance with federal and state laws and University policy. Neither curiosity nor personal relationships provide a basis for any breach of confidentiality.

By signing this Coeus account form, I acknowledge I am the only authorized user of the assigned Coeus account, and that I will take steps to maintain the security, confidentiality, and integrity of any information accessed by me. These steps include protecting the confidentiality of my password to ensure others may not use it to access my account. I understand that I am responsible for receiving training on all data subsets to which I have been given access in the Coeus System. I understand the training requirement for Coeus access and will attend a class prior to using Coeus.

I have read the [University of Maryland Guidelines for the Acceptable Use of Computing Resources](http://www.nethics.umd.edu/aup/) available at <http://www.nethics.umd.edu/aup/>. I have had the opportunity to have ask questions regarding these Guidelines, or my access to and use of the information answered. I understand providing information for unauthorized uses or otherwise violating University confidentiality policies relating to the information may result in disciplinary action, including my dismissal and prosecution under applicable federal or state laws. If I am a student employee, I understand that misuse also may result in a referral to the Student Judicial Board.

By signing this form, I verify I have read and understood this form, and agree to comply with its contents.

Name: _____

Date: _____