Cal Performances / SMA Account Creation

Name: (incl. middle initial if requesting Pass access)

Student or Employee ID (if any):

Existing Email Address (if any):

Existing CPSMA Account (if any):

I am: (Check all that apply):
- Career
- Limited
- Student
- Volunteer
- ADMN
- BXOF
- DEVL
- FINA
- HRMS
- MRKT
- OPER
- CMOR
- SMAA
- SYST

Position (& group): ___________________________

Type(s) of account:
- Workstation logon/ Email access
- Unix account
  - web
  - email
  - mailing list
  - other _________
- Portal
  - list generation
  - cars
  - other _________
- PASS
  - cashier
  - lead
  - manager
  - report: basic
  - report: detail
  - report: write
  - other:___________
- Raiser’s Edge (Security Level: _________________
- Other: _______________________________

*Privileged access agreement must accompany this form for asterisked items above

I understand that my account(s) are intended for my use in the course of my work with Cal Performances & SMA. I understand that my use of this account is subject to various campus policies including:

- UC Berkeley Computer Use Policy
- University of California Electronic Mail Policy
- UC Business and Finance Bulletin IS-3: Electronic Information Security
- Cal Performances & SMA Computer Policies

These policies are available via the Internet and I may request a copy of any of these policies at any time from the Cal Performances Systems unit. Some of the more applicable sections of these policies state:

- **I MAY NOT SHARE MY PASSWORD WITH ANYONE.** My password may never be known by anyone else, including my supervisor or a Systems Administrator.
- I may not use my account to attempt to gain any level of access that I am not authorized for. I may not attempt to guess passwords, defeat access controls, or use functions that I am not authorized to use.
- Many files contain information that is considered confidential. I must appropriately maintain the confidentiality of all personal information or information marked as confidential that I have access to. I may not use this information other than to carry out my job duties. Disclosing or viewing address, donation, or purchase information for patrons except in the course of my assigned duties is prohibited by law.
- If I have reason to suspect that someone is violating these policies or using the system in an inappropriate fashion I will report my suspicions to the appropriate authorities (Rune Stromsness, Information Systems Manager; Calvin Eng, Chief Financial Officer/ EIR proprietor; Sheri Showalter, Director of Human Resources; the UC Berkeley Office of Internal Audit; and/or the UC Police Department).

I have read and agree to follow these policies.

_________________________________________    ________________________________
Signature                                      Date

Approvals:

_________________________________________    ________________________________
Supervisor/HR: Please Print and Sign    Date

_________________________________________    ________________________________
EIR Proprietor: (electronic information resources: Calvin Eng)    Date

Accounts Created (by ____________ date: ____________)

_________________________________________    ________________________________
UNIX    Novell/NT    Other    Other    Other    Other