

Section C – Aurora Finance User ID Application Acceptance

User's Declaration of Responsibility:

I will only use the information in this system for duties directly related to my job at the University of Manitoba.

I agree that I will not:

- Share my password with any person, or permit any other person to access information under my account;
- Permit the unauthorized use of any information in records, reports and files which are accessed, processed, maintained, or stored within the system;
- Seek personal benefit from information that I have acquired as a result of my access to data;
- Disclose the confidential contents of any record, report or file to any person, except in the conduct of official work assignments;
- Knowingly include a false, inaccurate or misleading entry in any official non-test record, report or file;
- Knowingly destroy data from any record, report or file, except as authorized;
- Remove any record, report or file from the office where it is maintained, except in the performance of my official duties;
- Cause or assist another person to violate these principles;

In accepting this access, I assume responsibility for its use and agree to abide by University of Manitoba policies and procedures.

I understand that misuse of this account can lead to the suspension of my system privileges to allow investigation. Confirmed misuse will result in the withdrawal of system privileges and may lead to legal action by the University.

Signature _____

Date _____

If a sponsored employee account, please state place of employment: _____

Section D – Faculty/Unit Authorization

Faculty/Unit authorization is required for all additions to system access. This form must be signed by one of the following: Dean, Director, Faculty Finance Manager or Business Manager.

I certify that the person above requires the selected system access to perform their duties at the University of Manitoba.

Name

Position

Phone Number

Signature

Date

Email

****Please return form to the Financial Systems Office: Aurora_Finance@umanitoba.ca or Fax 474-7690**

For assistance completing this form please contact Aurora Finance Customer Service at 204-480-1001

Financial Services Office Use Only:

FS Authorization _____

Date Processed _____

Access assignments _____

Client Notification: E-mail

Phone

Training Confirmed? Yes No N/A