

CUNYfirst Access Request Guidelines - in Absence of Written Signatures

FOR EMPLOYEE SIGNATURE:

- Employee should accept the CUNYfirst confidentiality statement via Self Service in HCM (Human Capital Management).
- Employees will need to go to the following url:
 - <http://home.cunyfirst.cuny.edu>, log in and navigate to:
Human Capital Management > Self Service > CF Confidentiality Statement

The image shows two screenshots. On the left is a 'Menu' window with a search bar and a list of options. The option '- CF Confidentiality Statement' is highlighted with a red box. A blue arrow points from this menu item to the right screenshot. The right screenshot shows the 'CUNYfirst Access Confidentiality Statement' form. It includes the CUNYfirst logo, navigation breadcrumbs, the title 'CUNYfirst Access Confidentiality Statement', the user name 'CUNY Best Employee', and a 'CONFIDENTIALITY STATEMENT' section with two paragraphs of text. Below the text is a checkbox labeled 'I Understand and Agree to the Confidentiality Statement.' and a yellow 'Submit' button.

- After checking the box and clicking 'Submit', a unique 'Agreement Code' will be generated.

This screenshot shows the 'CUNYfirst Access Confidentiality Statement' form after submission. It includes the same header and text as the previous form. Below the text, it displays 'CUNYfirst Confidentiality Statement Agreed on : 24-Mar-2020'. Underneath, it shows the user ID '12345678' and the user name 'CUNY Best Employee'. The 'Assigned Confidentiality Agreement Code:' is highlighted with a red box and contains the code 'ABCDEF12DB'. Below this, there is a note: 'Please use your authorization code to acknowledge your acceptance and agreement to the Confidentiality Statement on any CUNYfirst access request.'

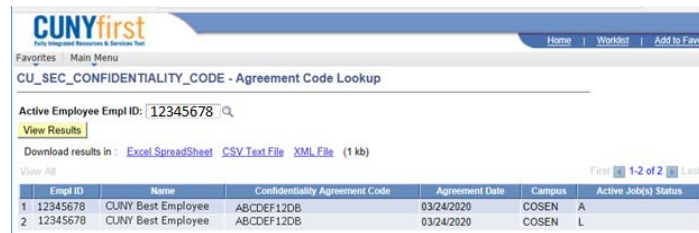
- The 10 character agreement code should be added to the CUNYfirst Access Request form and will be accepted in lieu of a signature. The agreement code can also be used for any future CUNYfirst access requests.

CONFIDENTIALITY STATEMENT (Must be signed by the Employee):	
I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data.	
I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.	
Employee's Signature: _____	Signature Date: _____
<small>In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu, log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement</small>	
	Confidentiality Agreement Code: ABCDEF12DB

FIND AN EMPLOYEE'S CONFIDENTIALITY AGREEMENT CODE:

- A page to find an employee's agreement code is also available via Self Service in HCM.
- Managers, Approvers and Application Security Liaisons (ASLs) may use this page to verify the Employee's agreement code.
- The page is available to all active employees, go to:
 - <http://home.cunyfirst.cuny.edu>, log in and navigate to:
Human Capital Management > Self Service > Find Empl Confidentiality Code

- Enter the Employee’s Empl ID and click ‘View Results’.
- The results will display the agreement code and date along with other current active job(s) information.



- If an employee has not accepted the confidentiality statement, the agreement code will not be found.



- If an employee does not have an active job, the message ‘no matching values were found’ will be displayed.



FOR MANAGER SIGNATURE:

- Employee’s respective Manager will need to attach and authorize the Access Request Form via email.
- The email authorization should indicate, **‘I (Manager Name) as Manager authorize the attached access request for (employee’s full name)’**.
- The email authorization should be sent to the appropriate campus party, as per the campus’ access process for documenting and tracking in a CRM case.

FOR ACCESS APPROVER SIGNATURE:

Approvals can be obtained via email or added directly into the CRM by the approver.

- **Email:**
 - The access form must be emailed/attached to the Access Approver.
 - The email approval should state **‘I approve the attached access request for (employee’s full name)’**.
 - The email approval should be sent to the appropriate campus party, as per the campus’ access process for documenting and tracking in a CRM case.
- **If a CRM case has been logged:**
 - An approver with access to CRM may also add their approval directly into the CRM by adding a CRM note. The CRM case no. will need to be provided to the Access Approver.
 - The approval note from the Access Approver should state in the note **‘I approve the attached access request for (employee’s full name)’**.