



### PI FINANCE ACCESS REQUEST

*This form is to be used by Principal Investigators (PIs) only to request access to Mason financial systems, Banner Finance, e-print and PI Reports in MicroStrategy that will be used to view financial information related to sponsored projects.*

Employee (PI):		Department:	
Mason Phone Number:	Mason E-mail:	G Number:	
<p><b>Confidentiality Statement</b></p> <p>By signing this application, I agree to restrict my computer access to the requirements of my job description. Specifically, I will not—outside the duties of my position—view, print, copy, update, or disclose to any person proprietary, confidential, and/or protected information. Moreover, I agree that:</p> <ul style="list-style-type: none"> <li>-I will use only this account and will not share it with anyone else.</li> <li>-I am responsible for securing this account against unauthorized access and use, and for all activity in this account.</li> <li>-I will use this account only for the duration of my employment in this position.</li> <li>-I will use this account only for duties assigned by my supervisor.</li> <li>-I will keep confidential any and all data whether in electronic or printed format. The confidentiality of student records is defined in the provisions of The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 U.S.C. 1232(G)), and with the regulations issued there under by the U.S. Department of Education. See <a href="http://registrar.gmu.edu/ferpa.html">http://registrar.gmu.edu/ferpa.html</a>.</li> <li>-I will not access (view, print, copy, update, or disclose) data for non work-related reasons, including curiosity, even if my account allows such access.</li> <li>-I will only access my own personnel (Human Resources) records and any student records that I may have through self-service features made available to all personnel and all students.</li> <li>-I will not use access given to support my specific work duties to view or update my personnel or student records in any way, even if my work includes the personnel or student records of others.</li> </ul>			
Employee Signature:		Date:	
<p><b>Routing Information:</b> Please send form with original signature to FAST, MSN 4B2 OR fax to 3-2920.</p> <p>Questions? Please call FAST, ext. 3-2574.</p>			
January 2017			