

**DEPARTMENT OF HIGHER EDUCATION  
FEEDER AGENCY  
SECURITY REQUEST FORM**

Issued: 12/7/98 Revised: 4/26/00 Revised: 4/30/02

*Please refer to the Higher Education Feeder Agency Security Procedures at <http://www.sco.state.co.us/fac/Security/Security.htm>  
for instructions on filing out this form.*

**EMPLOYEE INFORMATION:**

Employee Name: \_\_\_\_\_

Department or Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

INSTDATA:

1) \_\_\_\_\_  
Password # 1

2) \_\_\_\_\_  
Password # 2

**BILLING INFORMATION:** \_\_\_\_\_ COFRS Agency Code: \_\_\_\_\_

**ACCESS INFORMATION:**

Type of access requested: *Please check the appropriate box(es)*

TSO

New:

CICS:

TCP/IP access:

Existing I.D.#: \_\_\_\_\_  
Change:  Delete:

CPPS/EMPL/ADS/TAPS:

with access to Infopac/Document Direct for HR/PR reports:

For agencies: \_\_\_\_\_

COFRS Production:

Model #:

with access to Infopac/Document Direct for Financial reports:

For agencies: \_\_\_\_\_

**APPROVAL INFORMATION:**

\_\_\_\_\_  
Manager's Name (Please print)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
e-mail address

**CITS/CSS Security Administration Use Only:**

ID Number: \_\_\_\_\_

Date created: \_\_\_\_\_

TSA Signature: \_\_\_\_\_

**DEPARTMENT OF HIGHER EDUCATION FEEDER AGENCY**  
**STATEMENT OF COMPLIANCE**

It is the policy of this agency, the Colorado Information Technology Services, Computing Services Section (CITS/CSS), that the Executive Order dated July 1, 1978 and the former Division of ADP Policy Statement regarding access of public records through the use of computer technology be strictly adhered to. The An excerpt from these documents can be found below. Please review the paragraphs and indicate your understanding by signature. If anything is unclear, or if you wish to review the complete documents, please contact your security administrator or the CITS/CSS Service Center.

“...It is the public policy of this State that all public records shall be open for inspection by any person at reasonable times, except as provided in Part 2 of Article 72 of Title 24, CRS. amended, or as otherwise specifically provided by law.

The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:

- Written requisition delineating the desired information, records, or data must be received by the official custodian.
- The official custodian must determine if the requested information, record, or data constitutes public record and its disclosure is within the law.
- All data resulting from the activities of an agency using CITS/CSS equipment is considered private data of that agency. Use and dissemination of this data by computer center personnel is absolutely prohibited without proper authority being given. The appropriate Executive Director or the official custodian must provide written authority to the computer facility’s manager prior to any data within the facility manager’s jurisdiction being released in any manner to any individual, government agency, or private concern. It is the facility manager’s responsibility to adopt adequate safeguards to protect data stored within the facility.”

The data processing system shall be used only for official State business. Use of the data processing system for non-business activities is not allowed. This includes personal business (i.e. letters, games, etc.), access of the system software without proper consent, abusive language (i.e. messages), and abuse of the operating system including hardware.

Each employee granted access through INFOPAC/Document Direct is responsible for his/her use of the reports and for safeguarding their assigned User ID and passwords to protect data in the reports. User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Leaving employment will terminate my rights to access the reports in INFOPAC/Document Direct.

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Name (Please print)

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Signature

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Date