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| **END USER INFORMATION** | | | | | | | | | | | | | | | |
| TYPE OF USER: | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | State Employee /  Paid Intern |  | State Contractor /  Unpaid Intern |  | Vendor |  | Customer  (Non-State Entity) | | | | | | | | | | | | EIN: | |  | |
|  |  | |  | | | | | |  | | | | | *If applicable* | |
| FULL NAME: |  | |  | |  | | TITLE/POSITION: | | | |  | | | | |
|  | Last | | First | | M.I. | |  | | | |  | | | | |
| PHONE #: |  | EMAIL ADDRESS: | |  | | | | | | STATE AGENCY: | | |  | | |
|  |  |  | |  | | | | | |  | | |  | | |
| DEPT/DIVISION: |  | | | | | | | COMPANY: | | |  | | | | |
|  |  | | | | | | |  | | | *If applicable* | | | | |
| OFFICE LOCATION: |  | | | | |  | | | | | | | |  |  |
|  | Street Address | | | | | City | | | | | | | | State | Zip |

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| **ACCESS LEVEL** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| TYPE OF BADGE: | State Data Center (Yellow/Red) | | | | Tucson Data Center (Green) | | | | IF BADGE ACCESS IS TEMPORARY, PROVIDE EXPIRATION DATE: | | | |  | |
|  | | | | | | | | | | | | | | |
| **DATA CENTER - PHOENIX** | | | | | | | | | | | | | | |
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| **ROLE LEVEL ACCESS (for ASET and AZNET employees only):** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Service Desk/Operations | | | Tech Support | | | | Tape Librarians | | | | DSG | | | |
| AZNET | | | Security | | | | ASET Executive Management | | | | Facilities | | | |
|  | | |  | | | |  | | | |  | | | |
| **SECTION LEVEL ACCESS (only complete if additional access needed outside assigned access to your agency/group):** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Basement | | Break Room / Restrooms | | | | Command Center | | | | I/O Room | | | | 2nd Floor Tech Support |
| Voice / Networking | | 2nd Floor Hoteling | | | | DOR Cage | | | | 3rd Floor DSG | | | | 3rd Floor Operations |
| 3rd Floor Hoteling | | 3rd Floor Computer Room | | | | LAN Cage | | | | DHS Cage | | | | 3rd Floor Rear Elevator Door |
|  | | | | | | | | | | | | | | |
| **DATA CENTER - TUCSON** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **SECTION LEVEL ACCESS (only complete if additional access needed outside assigned access to your agency/group):** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Telephone/Battery Room | | | | Room #1 / Production Room | | | | Room #2 / UPS Room | | | |  | | |

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| **BUSINESS JUSTIFICATION** |
| *Provide business justification for access request. Appropriate business justification and management/agency authorization is necessary before request will be review by ASET SPR for processing.* |

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| **ARIZONA DEPARTMENT OF ADMINISTRATION DATA SHARING NON-DISCLOSURE AGREEMENT** |
| I have been made aware and understand that applicable laws, rules and ADOA directives bind all ADOA and non-ADOA personnel who have access. I agree to abide by all applicable laws, rules and ADOA directives, and pledge to refrain from any and all of the following:   1. Revealing data to any person or persons outside or within the agency who have not been specifically authorized to receive such data. 2. Attempting or achieving access to data not germane to my mandated job duties. 3. Entering/altering/erasing data for direct or indirect personal gain or advantage. 4. Entering/altering/erasing data maliciously or in retribution for real or imagined abuse or for personal amusement. 5. Using terminals, printers, and/or other equipment for other than work related purposes. 6. Using another person’s personal data access control identifier (USERID) and password. 7. Revealing my personal data access control identifier and/or password to another person. 8. Asking another user to reveal his/her personal data access control identifier and/or password.   Appropriate action will be taken to ensure that applicable federal and state laws, regulations and directives governing confidentiality and security are enforced. A breech of procedures occurs pursuant to this policy or misuse of department property including computer programs, equipment and/or data, may result in disciplinary action including dismissal, and/or prosecution in accordance with any applicable provision of law including Arizona Revised Statutes, Section 13-2316. |

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| **END USER RESPONSIBILITY AGREEMENT** |
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| By signing below, I affirm that   * I have read, understand, and agree to abide by the *“Acceptable Use of ADOA Information Resources”* **(**[**A800-M3-S02**](http://aset.azdoa.gov/sites/default/files/u130/A800-M3-S02%20Acceptable%20Use%20of%20ADOA%20Information%20Resources%20Rev%201.pdf)**)** and *“ADOA Data Center Physical Protection – Physical Access Control”***(**[**A800-O2-S04**](http://aset.azdoa.gov/sites/default/files/u130/A800-O2-S04%20REV-3%20ADOA%20Data%20Center%20Physical%20Security.pdf)**)** standards from the ADOA Policy, Standards and Procedures. * I have read, understand and agree to comply with the ADOA Data Sharing Non-Disclosure Agreement above. * I have scheduled to complete or have completed the required Unauthorized Access (UNAX) training and Securing Electronic Information (HIPAA Security) training. I understand that acquiring access is contingent upon completing the required Security Awareness training and signing the “Certification of Confidentiality Awareness” certificate. * I understand that I must review and sign the “Certification of Confidentiality Awareness” Certificate each year as part of the annual renewal requirements for as long as my access is needed. I understand that by not renewing the certificate, my access will be suspended and possibly removed. * I am responsible for all actions pertaining to the use of my assigned Data Center access and will not provide access to any unauthorized person. * I understand that any security violation or misuse of a computer system must be immediately reported to ADOA ASET SPR at (602) 542-2252.  |  |  |  |  | | --- | --- | --- | --- | | END USER SIGNATURE: |  | DATE: |  | |  |  |  |  | |

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| **MANAGEMENT AUTHORIZATION** |
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| By signing below, in authorizing Data Center access I affirm that   * I agree that upon termination or transfer of the user, I will advise ADOA ASET Security Provisioning at (602) 542-0257 as to the disposition of all badges with Data Center access. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | MANAGER’S NAME: |  | MANAGER’S SIGNATURE: |  | DATE: |  | |  | *Please Print* |  |  |  |  | |