



Electronic Personnel Security - TAS/EPAF

ROUTING

ICT-Data Center &
Access Control
[Submit a
TeamDynamix Ticket](#)

Instructions: To request or cancel user security authority to process actions in Talent Acquisition System (TAS)/EPAF. Complete sections 1-4. In accordance with ARP 15.40, the **Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu**. New users to TAS are required to complete TAS training before access will be granted. Submit the signed and completed form through a [TeamDynamix Ticket](#).

SECTION 1: REQUESTOR INFORMATION

Employee Name (Last, First): _____ Aggie ID: _____

Position Title: _____ College/Division: _____

E-mail Address: _____ Phone: _____ Date Access Required: _____

SECTION 2: REQUEST DETAILS

Talent Acquisition Systems - Please utilize page two if you have more than one department to list.

- ☐ Add ☐ Remove **Basic User/Search Committee:** Serves as internal or external voting member of search committee with authority to review and evaluate applicants when assigned to a particular search. Search Committee Chair may be assigned as part of posting process under this user type.
- Dept. Org: _____ - _____ (i.e. 100000 - Department Name)
- ☐ Add ☐ Remove **Originator/Hiring Manager/Approving Authority (indicate user group below):** Authority to initiate the action and submit/route to the next level approver. Authority to initiate staff actions and submit/route for HR/Provost approval.
- ☐ Originator: Must be a regular employee within assigned department (Exception -- Aggie Service Center).
☐ Hiring Manager: A supervisor in unit.
☐ Approving Authority: Must be a Campus President, Dean, Vice President or official designee.
- Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

EPAF - Please utilize page two if you have more than one department to list.

- ☐ Add ☐ Remove **EPAF Originator:** Authority to originate EPAF transactions and submit/route for approval.
- Dept. Org: _____ - _____ (i.e. 100000 - Department Name)
- ☐ Add ☐ Remove **EPAF Approver (Dean/VP):** Authority to approve EPAF transactions. Must be a Campus President, Dean, Vice President or official signature authority designee.
- Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

SECTION 3: REQUESTOR APPROVAL

By signing this form, you acknowledge that you have read and understand your responsibilities as they pertain to data/information security outlined in section 2.35 of the NMSU Policy Manual.

Employee Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____
Dean/VP/CC President (Delegates not authorized to sign)

New Mexico State University Non-Disclosure Statement

This Non-Disclosure Agreement is intended to define the responsibilities of those employees who have access to NMSU records that contain sensitive or confidential information about students, employees, donors or other individuals, and to record his or her recognition and acceptance of that responsibility.

New Mexico State University maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as Social Security Numbers.

FERPA protects student records. FERPA requires post-secondary educational institutions and agencies to conform to fair information practices in their handling of student data. Among the provisions of the act are the requirements that data be used only for intended purposes and that those responsible for student data take reasonable precautions to prevent misuse of it. Examples include Social Security Numbers, grades, date of birth, etc.

HIPAA protects all medical records and other individually identifiable health information used or disclosed in any form, whether electronically, on paper or orally.

GLBA protects private, non-public information of individuals. Private, non-public information consists of information such as name, Social Security Number, date and location of birth, gender, credit card numbers and driver's license numbers.

Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

EMPLOYEE: Recognizing this responsibility, I agree to the following (please initial each line):

- ☐ I will access university records only as required to perform my assigned duties.
- ☐ I will not access student or employee information that is not necessary to carry out my job. This includes the records of my children, spouse, significant other, parents, other relatives, friends and acquaintances.
- ☐ I will store information under secure conditions and make every effort to ensure individuals' privacy.
- ☐ I will not divulge, copy, release, sell, loan, review, alter or destroy records except as properly authorized by the appropriate university official within the scope of applicable state or federal laws, record retention schedules and internal policies.
- ☐ I will forward all requests for information via an open records request to the university's General Counsel for guidance. I will not release information covered by these requests until instructed to by university's General Counsel or my supervisor.
- ☐ When I release student information, I will divulge only the information regarded as "directory" or public information, specifically the student's name, address, telephone listing, date and place of birth, major field of study, classification, participation in any officially recognized activities and sports, weight or height of members of athletic teams, dates of attendance, degrees and award received and most previous recent educational institution attended.
- ☐ I will not release any information about a student who has requested total suppression of information, nor will I release any optional directory information on an employee who has requested to have his/her directory information suppressed.
- ☐ I will not release any information about students, staff or employees that was requested on the basis of non-public information (for example – names of all international students, names of all students with a GPA of less than 2.0, etc.)
- ☐ I have read the NMSU Non-Disclosure Agreement and agree to comply with its provisions. I understand that failure to comply may result in disciplinary action, including termination of employment.