U of SC South Carolina

Complete this application to request, and/or update, access to **TouchNet** and scan to Kyana T. Jackson - thomps55@mailbox.sc.edu.

LAST NAME		FIRST NAME	
USC NETWORK ID		TITLE	
CAMPUS		DEPT NAME	
PHONE		EMAIL	

University Status: Permanent Faculty/Staff ☐   Temporary Staff ☐   Student ☐

Access Type Requested: New Account: ☐   Modify Existing Account: ☐   Delete Account: ☐

TouchNet Role Requested: AR ☐   Cashier ☐   MarketPlace ☐   MarketPlace Refund ☐

MarketPlace Store Name or Store Display Name: _____

NOTE: When an employee leaves the University, or transfers to a different department, the Bursar's Office must be notified to terminate departmental access.

Statement of User Responsibility (Policy ACAF 7.02)

I understand that by virtue of my employment with the University of South Carolina, I may have access to data, information, systems, or files in various forms which contain individually identifiable information, the disclosure of which may be prohibited by federal or state law or by University policy. I acknowledge that the intentional disclosure by me of this information to any person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure may also violate University of South Carolina policy and could constitute just cause for disciplinary action including termination of my employment on the first offense regardless of whether criminal or civil penalties are imposed.

If I am in doubt about a request, I will consult with my supervisor prior to releasing the information.

My signature denotes that I have read and understand the above statement.

_____   _____
Signature of Employee   Date

_____   _____
Signature of Supervisor/Department Head/Dean/Director   Date

Employee needs access to perform the following job function(s):

_____

_____

If user's access should be identical to that of another current TouchNet user (or a former user), please list the username and network ID:

Name: _____   Network ID: _____

USC Columbia Bursar's Office Approval: _____   DATE: _____