

UNG Access Agreement

This agreement describes the requirements for accessing Lenel OnGuard and Genetec, the UNG access control and alarm monitoring programs. The purpose of this agreement is to minimize exposure to potential damages that may result from the unauthorized or improper usage of Access Control. This agreement must be reviewed and signed by all UNG employees, students, contractors, vendors and agents who require usage of Access Control.

Sponsor Requirement

Lenel OnGuard and Genetec access requests must be reviewed and sponsored by a UNG department or unit head. This sponsorship must be identified on an associated Access Control request form.

Authorized Usage

Remote access to university information resources must serve the university's mission and associated objectives.

Policy Compliance

Users who access UNG Access Control resources must comply with all relevant Access Control policies and standards and can be emailed to the users.

Password Requirements

Passwords used to facilitate access must meet password complexity requirements. Will also have 2-factor authentication credential for UNG Logins when using through citrix.

Sharing of Access

Authorized users may not share access information including usernames or passwords that would allow unauthorized users access to or use of UNG Access Control Systems.

Monitoring and Access Termination

User activity may be monitored and logged. UNG Card Services reserves the right to terminate any user's account if it should be deemed necessary.

Security Responsibilities

Access Control users are responsible for taking reasonable measures to ensure the confidentiality of any information for which access is authorized. This includes, but is not limited to, the user locking their workstation or logging out of the systems when away from their workstations. Under no circumstances should OnGuard or Genetec be accessed on a workstation, which a student is authorized to use.

Authority & Enforcement

UNG Card Services has the authority to enforce this agreement. Failure to comply with the requirements listed above may result in legal or administrative action including but not limited to progressive disciplinary review and/or termination of Access Control privileges.

TO BE FILLED OUT

<u>DATE</u>	<u>PRINT YOUR NAME</u>

I affirm that I have read and understand these requirements and agree to comply with all of the provisions listed above.

Signature: _____

Please contact UNG Card Services at card-dah@ung.edu or call 706-864-1404 for any questions regarding this document or if you need this document in another format.

Fax / Mailing Address:
706-864-1477
UNG Card Services
Auxiliary Services
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