

**UNG Lenel OnGuard Access Agreement**

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

**Sponsor Requirement**

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

**Authorized Usage**

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

**Policy Compliance**

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

**Password Requirements**

Passwords used to facilitate OnGuard access must meet password complexity requirements. Specifically, passwords must be at least 8 characters in length and contain at least one letter, number, and punctuation mark.

**Sharing of Access**

Authorized users may not share access information including usernames or passwords that would allow unauthorized users access to or use of Lenel OnGuard.

**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**

Lenel OnGuard 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 OnGuard when away from their workstations. Under no circumstances should OnGuard 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 Lenel OnGuard access 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](mailto:card-dah@ung.edu) or call 706-864-1404 for any questions regarding this document or if you need this document in another format.

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