

# *Temporary Employee Memorandum of Agreement (Policy)*

Temporary Computer Access Account  
Tennessee State University

I (Print), \_\_\_\_\_, as a temporary employee, agree to adhere to established policies related to the use of a temporary computer access account and will limit my use of said account for the purpose for which it was assigned. I understand my responsibility of trust and agree to perform my job in strict conformity with the security procedures of the University as stated below:

1. I will maintain my personal account password in confidence. I will not disclose it to any other person or authorize others to use it.
2. I understand that I will be held responsible and accountable for any transactions listed on my temporary account.
3. I will use my authorized account to access information only in the performance of the responsibilities of my position within the college/school of which I am assigned.
4. I will only use this account to access information required for my assigned duties.
5. I will not attempt to use this account as my personal email account for communicating with others.
6. I understand that the account will be canceled once my assignment has ended.
7. I understand that my privileges and/or access to data are restricted to the unit for which I have been assigned and authorized to use in the function of my assigned responsibility.
8. I understand that failure to abide by this agreement will result in my access being revoked and possible legal ramifications as well.

My signature denotes that I fully understand and will comply with the conditions of this agreement.

## **The following information is required:**

**Category:** Temporary Employee

**Date of Assignment – mmddyy**

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**SSN** \_\_\_\_\_ **Date of Birth - mmddyy** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_