

## Please Keep Your ID and Password Secure

Ferris State University is a single sign-on/consistent sign-on environment making it more efficient to access our information. The caution that goes along with this is that you must be diligent about protection of your information and the personal information of others. This means you are the only one to use your User ID and password.

Please be aware that the *Confidential Data Security Agreement* form indicates in the second bullet that, “any user ID and/or password issued for my exclusive use is not be shared with or delegated to others, and I am responsible for the security of the same.” The last paragraph of the form states that, “I understand that failure to abide by this agreement will result in my data access being discontinued and/or disciplinary action, with the possibility of termination of employment at Ferris State University, and may subject me to further civil or criminal sanctions.” The complete form can be viewed on MyFSU under the Workplace tab, University Forms section.

The seriousness of sharing an ID is compounded by access that a student worker or co-worker with inappropriate access could have to information across the campus, such as making class section changes, registering students into any offered section, adding charges to any student, enter Direct Pay checks, and viewing financial aid information.

In addition, when you share your ID and password, *your* personal information can be viewed on MyFSU, such as pay stubs, sick time, beneficiaries and dependents’ social security information, retirement plans, W-4 allowances, etc. Any actions *they* take will have *your* name on it.

Please be aware that there are options for student workers as well as access for employees covering temporary job duties. Employees who have access to University information need to be aware of their responsibility to keep their ID’s secure.

If you have any questions regarding your access, please contact the Data Security Administrator or the FERPA Officer listed below.

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