

**Texas A&M University-Commerce
Fortis User ID Request**

NAME: _____ (Print clearly!)

Campus Wide ID: _____

DEPARTMENT: _____ Office Phone: _____

EMPLOYMENT STATUS: (Check only one)

- Faculty/Staff
- GA, TA, or Student Employee
- Temporary or Adjunct

Databases Required: _____

Passwords are required to be a minimum 8 characters in length. Passwords must include characters from at least 3 of the following 4 categories: Uppercase alphabetic (A-Z); lowercase alphabetic (a-z); numeric (0-9); special characters (e.g. ! @ # \$ % ^ & * + = -).

PASSWORD: _____

User's Statement of Responsibility:

I agree that by requesting access I will be responsible for my account's security and understand that I may be held liable by the University if I gain or help others gain unauthorized access to the Fortis Application or the data therein. I understand that upon termination of employee status this access will be removed.

I understand that by the virtue of my employment with Texas A&M University-Commerce, I may have access to records which contain individually identifiable information. The disclosure of individually identifiable information is prohibited by the Family Educational Rights and Privacy Act of 1974. I fully understand that the intentional disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure violates A&M-Commerce policy and could constitute just cause for disciplinary action. Disciplinary action could include termination of my employment regardless of whether criminal or civil penalties are imposed.

Signature below indicates acceptance of the Statement of Responsibility.

Signature _____ Date _____

Dept. Head Signature _____ Date _____

Technology Services Use Only

New AD account created: Yes No Notes: _____

Added by _____ Date Added _____

"WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST, RECEIVE, REVIEW AND CORRECT INFORMATION ABOUT YOURSELF COLLECTED BY THIS FORM"