

**CLEMSON UNIVERSITY
STATEMENT OF CONFIDENTIALITY
CLEMSON UNIVERSITY BUSINESS SYSTEMS (CUBS)**

USERID AND PASSWORD

I understand that the USERID assigned to me is to be used solely by me in the course of my job duties at Clemson University. I understand that I am not to allow anyone else access to Clemson University's Business System (CUBS) by providing my password or otherwise allowing them to utilize my USERID. I further understand that I am not to use any USERID other than my own to login into CUBS. Failure to comply with this policy may result in disciplinary action up to and including dismissal.

STATEMENT OF CONFIDENTIALITY

I understand that, in the course of my work at Clemson University, I will have access to certain information through the University's computer systems. I understand that this information is strictly confidential and must not be divulged to anyone. I further understand that I am not to view information that is not necessary to fulfill my current job duties. Failure to comply with this policy may result in disciplinary action up to and including dismissal.

OBTAINING ACCESS

After attending and/or completing the appropriate training classes, your access will be assigned to you as quickly as possible by the CUBS Security Administrator.

Acceptable Use Policy for Employees:

http://www.clemson.edu/ccit/about/policies/accept_use_employee.html