



# Virtual Merchant Access Form

(Please complete all sections and submit signed original to Business Affairs Cashier's Office.  
Call Cashier's 6-3154 to schedule training.)

**Purpose:**            **New User**            **Inactivate**            **Change Access**

**Role:**            **Supervisor**            **Transaction Processor**            **Refund?**            **Yes**    **No**

Employee Information	
<b>Name</b>	
<b>UO ID Number</b>	
<b>Department</b>	
<b>Doing Business As Name</b>	
<b>Telephone</b>	
<b>Banner User Name</b>	
<b>UO E-Mail Address</b>	

Remarks/Exceptions

Special Instructions
<ul style="list-style-type: none"> <li>◆ Web browsers must be configured not to store form data, to prevent credit card numbers from being stored on your hard drive. Please configure your web browser as follows:   Internet Explorer:  Go to the Tools menu and select Internet Options, then click the Content Tab, then click the AutoComplete Settings Button, and un-check "Forms" and "User names and passwords on forms"</li> <li>Mozilla Firefox:  Go to the Tools menu, select Options, the click the Privacy Tab, then un-check "Remember what I enter in forms and the search bar"</li> <li>◆ For assistance contact Business Affairs.</li> <li>◆ As soon as the employee no longer needs access to Virtual Merchant, send this form to BAO (check "Inactivate")</li> </ul>



### UO Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to all other persons who have access to administrative records, education records, reports, or any other confidential or privileged documents or information. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential or privileged information is expected to adhere to the regulations stated below:

Any person who has access to administrative records, education records, reports, or any other confidential or privileged documents or information, may not:

- ◆ Reveal the content of any record or report to anyone, except in the proper conduct of his or her work assignments and in accordance with University policies and procedures.
- ◆ Make or allow any unauthorized use of information.
- ◆ Include false, inaccurate or misleading entry in any report or record.
- ◆ Expunge a data record or a data entry from any record, report or file.
- ◆ Share individual passwords with any other person.
- ◆ Seek personal benefit or allow others to personally benefit from the knowledge of any confidential or privileged documents or information.
- ◆ Remove any original or copy of an administrative record, education record, report, or any other confidential or privileged document, from the office where it is maintained, except in the performance of official duties and authorized by law.

Any knowledge of a violation of this code must be reported **immediately** to the violator's supervisor. Violations may lead to disciplinary action, including dismissal. Violations may also lead to criminal and civil liability.

**Your signature below indicates that you have read, understand, and will comply with the above Code of Responsibility for Security and Confidentiality of Records and Files. This agreement shall be effective when signed below or in counterpart, photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.**

Authorization	Printed Name	Signature	Date
Employee			
Department Head			
Virtual Merchant Security Officer	Dennis Kokes		