

**Request for CASHNet Operator ID**

One Washington Square, San José CA 95192-0138

Access to the CASHNet system requires a User ID and password. There are several categories of access: **Cashiering Users, Reporting Users, Inquiry Only Access, and eMarket Users**. Users are required to attend a training session provided by the Bursar's Office before access approval.

| Requestor Information |  |                              |  |
|-----------------------|--|------------------------------|--|
| Name                  |  | SJSU ID #                    |  |
| Email Address         |  | Phone                        |  |
| Dept. Name            |  | Store Name (If eMarket user) |  |

| <u>Cashiering only</u>   | <u>Reporting/Inquiry</u>  | <u>eMarket</u>  |
|--|---|---|
| <input type="checkbox"/> Cash Drawer<br><input type="checkbox"/> No Cash Drawer<br><input type="checkbox"/> Beginning Cash Drawer<br>Balance: <input type="text"/><br><br><input type="checkbox"/> Authorize Voids/Reversals<br><input type="checkbox"/> Department Deposit User | <input type="checkbox"/> All transactions (Administrator)<br><input type="checkbox"/> Within Dept Only (Department Deposit)<br><input type="checkbox"/> Own Transactions (Cashiering)<br><input type="checkbox"/> Selected Merchants Only (Emarket)<br><input type="checkbox"/> Email Reports<br><input type="checkbox"/> Save Reports (Administrator)<br><input type="checkbox"/> Access to Customer Research Center (CRC) | <p><b><u>Fulfill orders</u></b></p> <input type="checkbox"/> Selected merchants<br>List merchants _____<br>_____<br><br><p><b><u>Refunds</u></b></p> <input type="checkbox"/> Selected merchants<br>List merchants _____<br>_____<br><br><p><b><u>Store setup (Bursar's Office only)</u></b></p> <input type="checkbox"/> Selected merchants<br>List merchants _____<br>_____ |
|  | Other:  |   |

## Confidentiality of Records

All system access is provided for official business of San Jose State University. Any other use of this information may violate one of the following: San Jose State University Academic Senate Policy S66-20; Federal Privacy Act of 1974; Information Practices Act of 1977; California Penal Code Section 502; Computer Fraud and Abuse Act of 1986; Computer Privacy Act of 1986; Computer Security Act 1987; Freedom of Information Act, 5 U.S.C. Sec 552; Electronic Freedom of Information Act Amendments of 1996; Telecommunications Act of 1996; Consumer Internet Privacy Protection Act of 1999.

Unauthorized distribution, reproduction, modification, or deletion of any customer or student information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this access is punishable by fine, dismissal from the University, and/or imprisonment. Further, university computer systems are for the use of authorized users only.

## Requestor Agreement

By signing this form, I agree that I have read and understand the statement of confidentiality of records. I understand that my User ID and password are to be kept confidential; should I share this information, my ID will be disabled.

|                  |  |                       |  |      |  |
|------------------|--|-----------------------|--|------|--|
| Requestor's Name |  | Requestor's Signature |  | Date |  |
|------------------|--|-----------------------|--|------|--|

## Official's Approval

By signing this form, I approve this employee for access to the CASHNet system. I also agree to notify the Bursar's Office if this employee leaves the university or changes positions which would require their operator ID be disabled.

|                              |  |       |  |
|------------------------------|--|-------|--|
| Approving Official Name      |  | Title |  |
| Approving Official Signature |  |       |  |

## For Bursar's Office Use Only

|                       |                    |
|-----------------------|--------------------|
| Operator ID Assigned: | Date ID Created:   |
| Operator Group:       | Access Granted by: |
| Dept Code:            | Date ID Disabled:  |