This agreement is between {enter company name} and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (user)

entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

USER LOGON NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@company.com

User agrees to the following conditions for information access:

1. Passwords to the Company network and other operating systems will not be revealed to anyone in or outside the company. Passwords should be changed at three-month intervals with a unique six digit or greater password.

2. Network access will be solely for use in conducting Company business.

3. Software programs not registered and belonging to {enter company name} will not be installed on any Company computer or network without the express consent of {enter company name}.

4. No software program owned by {enter company name} will be removed or transferred for any reason from Company property.

5. Company information will not be shown or revealed to anyone outside {enter company name}, without authorization and verification of properly executed Non-Disclosure Agreement.

6. Employees may access or send information necessary to conduct work at home after hours, as needed, and are bound by the PATENT & CONFIDENTIAL/PROPRIETARY INFORMATION agreement. Upon termination, all copies of information media regarding {enter company name} and its business will be returned to {enter company name} immediately.

7. The employee understands that any electronic or telephonic system may be monitored when there is a legitimate business purpose. The employee should have no expectation of privacy in using company communication equipment.

8. Revocation of access is at the Company's discretion.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Employee/User** | **Systems Administrator** |
| *Specific Access Areas (as checked):* | [ ] Electronic Messaging | [ ] MS Office | [ ] Accounting |
| [ ] Human Resources | [ ] ERP | [ ] Marketing |  |
| [ ] Development | [ ] Other (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
| Designated Main Printer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |