QCC Acceptable Use Policy / Password Request

The purpose of this policy is to outline the acceptable use of the QCC financial system. It is not intended to impose restrictions that are contrary to the district and the Siskiyou County Office of Education's established culture of openness, trust and integrity. We are committed to protect our employees and our district partners from illegal or damaging actions by individuals, either knowingly or unknowingly exposing the network financial system to risks of data corruption or destruction, theft of personal information or access from outside the Siskiyou County Office of Education Intranet system, as well as legal issues.

The Siskiyou County Office of Education reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. Any user found to have violated this policy may be prohibited access from QCC.

User Information:

Name: _____

District: _____

Date: _____

Module Selections:

Check modules needed:

- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Position Control
- ☐ Budget Development
- ☐ Payroll – Entry
- ☐ Requisition Routing
- ☐ AR Invoicing
- ☐ Payroll - Manager

By my signature, I acknowledge that all information accessible to me will be used only to assist in conducting official business. I understand and agree that under no circumstances will I authorize or engage in any activity that is illegal under local, state, federal or international law while utilizing the QCC financial software. Nor, will I provide my login information to anyone, not even family members.

User Signature: _____ ***Date:*** _____

Superintendent's Signature: _____ ***Date:*** _____

County Office Use Only:

Date Entered: _____ _____

(By System Manager) *(Initials)*

Submit:

Please return to:

Jamie Cramer
Siskiyou County Office of Education
609 South Gold Street
Yreka, CA 96097
If you have any questions, please contact Jamie at 842-8412, or, jcramer@siskiyoucoe.net

File: Business Services; QSS.SACS:QSS Password Request: QCC Password Request
Route: Jamie, Sarah for initials, Tech (LG) for signature and account set up