Greetings,

Following the occasional release of university orders regarding adequate use of computing resources, and before receiving your ERP certification, we feel it is necessary to stress that the code given to you for using said system, and the information you are allowed to access via the system, is solely for the purpose of performing your role and duties and you are not permitted to transfer it to other users, including any superiors or colleagues carrying out your tasks (each employee using the ERP system should ask for a separate personal code).

To receive the certification, please fill out your details and sign the User Agreement, have your unit manager/deputy manager sign it, and send it by e-mail to: [ids@tauex.tau.ac.il](mailto:ids@tauex.tau.ac.il).

Inbal Levi,

Administrative Systems Security Coordinator  
Information Technology and Computing Division

# ERP System Certification Request

User Agreement:

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Username: \_\_\_\_\_\_\_\_\_\_\_\_

ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division/Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Program: \_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_ Position/title: \_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare and am obliged to use the computing resources allocated to me by the university in accordance with the following conditions:

1. To use the university’s computing resources only for my role, adhering to the law and university ordinances, including university orders concerning the use of its name and emblem, including copyright laws and rules occasionally published by the head of Information Technology and Computing Division.

Without infringing upon the generality of the above-mentioned, any use of computing services for commercial and political needs is prohibited.

1. To maintain secrecy regarding any information (not including public information) that reaches me while using the university’s computing resources and data, including personal information, as defined in the **Privacy Protection Act**.
2. That I be aware my university code and password are confidential and personal, and that I will be liable for any use made of them.
3. That I also hereby commit to not use any code I am unauthorized to use, or computing resources I have not been directly instructed to use.
4. That I hereby allow the university to publish my name and data, as entered into the e-mail directory system, in the Tel Aviv University public mailing lists.
5. In case of suspected use that contradicts said statement, the university is allowed to take all legal means at its disposal as well as inspections in order to make sure that the code and computing resources have been used properly.
6. According to the information at its disposal, the university is allowed to immediately discontinue any computer code suspected of being misused or which does not fit university protocols and/or the laws of the State of Israel, for as long as necessary to make an inquiry and/or transfer it to the proper authorities. The entity that authorizes the block of the computer code is the Chair and/or the head of the Information Technology and Computing Department, or anyone acting on their behalf.

Requester’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Head of Department/Faculty Administration Approval

I hereby approve the employee to use the ERP system according to the needs of their role.

Requested certifications:

 The following responsibilities (purchasing, Inventor, funds):

Certifications similar to an existing user:

Unit approval: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_